

TOWN OF MOUNT AIRY – PLAN REVIEW TRANSMITTAL

Directions for Use

Note: This form shall be used when submitting plans to the Town of Mount Airy Planning Department for distribution to review agencies. Please 1) Fill out the transmittal placing a checkmark next to each agency to review plans, 2) Make one copy of completed transmittal for each agency and attach the number of plans required by the agency, (fold plans to a size no longer than 8.5x11"), 3) Highlight the name of the agency receiving each set on the transmittal, 4) File all plans, transmittals, Town fees etc. at the Mount Airy Town Hall, 110 South Main Street, Maryland, MD 21771, 5) Once plans are accepted by the Town, the developer may deliver plans to the county and pay the county review fees.

DATE: _____ COUNTY FILE #: _____

PROJECT NAME: _____

SURVEYOR: _____

TYPE OF SUBMITTAL: **SITE PLAN:** _____ **SUBDIVISION PLAN:** _____
 _____ Concept Plan, (rev. date _____) _____ Concept Plan, (rev. date _____)
 _____ Site Plan, (rev. date _____) _____ Preliminary Plan, (rev. date _____)
 _____ Other _____ Final Plat, (rev. date _____)
 _____ Improvement Plans, (rev. date _____)
 _____ Other _____

TOWN OF MOUNT AIRY (Applies to all plans):

| Check One | Review Agency | #Plans w/Supporting Data | Check One | Review Agency | #Plans w/Supporting Data |
|-----------|------------------------|--------------------------|-----------|----------------------------|--------------------------|
| | Town Planner | 2 | | Assistant Engineer | 1 |
| | Town Engineer | 1 | | Mt. Airy Vol. Fire Company | 1 |
| | Zoning Administrator | 1 | | Planning Commission | 8 |
| | Mayor | 1 | | MDP-Regional Planner | 1 |
| | Town Water/Sewer Dept. | 1 | | Office Copy | 1 |
| | Town Council | 1 | | Other (specify) | 1 |

CARROLL COUNTY (Applies to all plans):

| Check One | Review Agency | #Plans w/Supporting Data | Check One | Review Agency | #Plans w/Supporting Data |
|-----------|---|--------------------------|-----------|---|--------------------------|
| | Development Review | 2 | | Dev. & Planning Policy Coordinator | 1 |
| | Water Resource Management | 1 | | Site Compliance Inspection | 1 |
| | Stormwater Management | 1 | | Fire Protection Engineer | 1 |
| | Floodplain | 1 | | Soil Conservation District | 1 |
| | Landscape/Forest Conservation | 1 | | Health Department | 2 |
| | Environmental Inspection Services | 1 | | State Highway Administration | 1/5** |
| | Comprehensive Planner | 1 | | Board of Education – Facilities Planner | 1 |
| | Engineering Review | 1 | | Allegheny Power | 1 |
| | Verizon (final only) | 1 | | BGE | 1 |
| | Design and Architectural Review Committee | 6 | | Other (specify) | |

** If subject property is located on a State road or is involved with a State Highway Administration project, five sets of plans and supporting data are required.

FREDERICK COUNTY (Applies to projects only on Frederick County side of Town):

| Check One | Review Agency | #Plans w/Supporting Data | Check One | Review Agency | #Plans w/Supporting Data |
|-----------|---------------------|--------------------------|-----------|---|--------------------------|
| | Planning Department | 1 | | Board of Education – Facilities Planner | 1 |
| | Health Department | 1 | | | |

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| Technical Review Committee Meeting: | (For Office Use Only) |
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All Review Agencies: Please review the attached plans and any accompanying data. Comment letters should be sent to the property owner, developer, surveyor or engineer, Town of Mt. Airy, and Carroll County Bureau of Development Review.