



**TOWN OF BOONSBORO, MARYLAND**  
**CHECKLIST FOR PLAN REVIEW POLICY**

**PROJECT NAME:** \_\_\_\_\_

**PLAN NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

Please check the following type of plan you are submitting to the Town of Boonsboro for review. **All plans and fees must be submitted by 12:00 noon on the Monday two weeks before the monthly Planning Commission meeting. Printed plans should be folded.**

**CONCEPT PLAN:**

- CONCEPT PLAN – 2 PRINTED COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED WHEN SUBMITTING
  - \$500.00 base fee + \$20/ acre + \$15.00 technology fee, check payable to the Town of Boonsboro at time of submission.
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**SITE PLAN:**

- RESIDENTIAL SITE PLAN - 2 PRINTED COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION
- \$750.00 Standard + \$10.00/unit + \$15.00 technology fee + any additional consultation fees invoiced to the Town made payable to the Town of Boonsboro a time of submission  
\_\_\_\_\_ # of units
- ALL OTHER SITE PLANS – 2 PRINTED COPIES PLUS AN ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION

- \$750.00 Standard + \$35.00/acre + \$15.00 technology fee + any additional consultation fees invoiced to the Town, payable to the Town of Boonsboro at time of submission  
\_\_\_\_\_ # of acres
  - ADEQUATE PUBLIC FACILITIES ORDINANCE PLAN REVIEW- 2 PRINTED COPIES + 1 ELECTRONIC COPY
  - \$2,000.00 Standard + any additional consultation fees invoiced to the Town made payable to the Town of Boonsboro at time of submission
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**PLATS:**

- COMBINED PRELIMINARY/FINAL PLAT - 2 COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION
- \$900.00 Standard + \$100.00/lot + \$15 technology fee payable to the Town of Boonsboro + all applicable agency fees.  
\_\_\_\_\_ # of lots
- RE-PLAT - 2 COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION
- \$350/lot + \$15.00/sheet technology fee + all applicable agency fees payable to the Town of Boonsboro.  
\_\_\_\_\_ # of lots
- ADDITION PLAT - 2 COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1 ST SUBMISSION  
\$350/lot + \$15.00/sheet technology fee payable to the Town of Boonsboro.  
\_\_\_\_\_ # of lots
- FINAL PLAT - 2 COPIES + 2 MYLARS FOR SIGNATURE ARE NEEDED FOR 1ST SUBMISSION  
\$650.00 Standard + \$250.00/lot + \$15.00 payable to the Town of Boonsboro.  
\_\_\_\_\_ # of lots

**Note:** Additional Washington County fees may apply when applying directly to their agencies.

Developer is responsible for payment of ALL agency fees directly to the applicable agencies at time of submission. All plans MUST be submitted directly to the Town Planning Office for routing and review.

TOTAL FEES ENCLOSED \$ \_\_\_\_\_

SIGNED BY: \_\_\_\_\_