



## IMPROVEMENT PLAN CHECKLIST

Subdivision Name: \_\_\_\_\_

Planning & Zoning Case No. \_\_\_\_\_

- 3 copies of improvement plan
- 3 copies of cost estimate
- 1 copy of preliminary approval letter with the conditions related to the plan highlighted.

- If any revisions are sent back, submit the same number of plans and cost estimate as listed above along with the marked plans and/or cost estimate that you received.
- After receiving an approved plan and cost estimate and posting the bond, please call Olivia Vidotto, Subdivision Planner, at (410) 535-1600 ext. 2379 for an inspection after installation. All trees/shrubs must be in for one planting season and then re-inspected before a bond is released. If the project or the improvements are phased, call after each installation for an inspection. All improvements must be bonded. If a project has improvements that will not be bonded with a Public Works Agreement, those improvements must be bonded prior to recordation.