



JOHN A. OLSZEWSKI, JR.  
County Executive

August 24, 2020

MICHAEL D. MALLINOFF, *Director*  
*Department of Permits,*  
*Approvals & Inspections*

James G. West  
Little & Associates  
10710 Gilroy Road  
Hunt Valley, Maryland 21031

RE: Project Name: McLean Property  
Applicant's Name: Stewart McLean Jr  
Election District: 9<sup>th</sup>  
PAI No.: 09-0865  
Minor Sub # 18-058-M

Dear [Surveyor's Name]:

Your minor subdivision plan has been approved. Please forward an approved copy of the plan to your client.

Before you apply for permits, you must record the lot (s) by deed and description among the land records of Baltimore County. This is done by visiting the following offices with the approved plan and a copy of the deed to the property (usually prepared by an attorney).

1. Office of Finance, Revenue Division ( Rm. 150, Courthouse, 400 Washington Avenue Towson, MD 21204. 410 887-2416)
  - a. Order Lien Sheet if property is being sold (requires 3 - 5 days to prepare)  
**NOTE:** Lien Sheet and Transfer taxes not required for self-to-self transfer at this time.
2. Assessments Office (Hampton Plaza, 300 E. Joppa Rd. Ste. 602, Towson, MD 21286. 410 512-4900)
  - a. Present lien sheet, deed, consideration, affidavit and other pertinent information along with transfer tax and any other applicable fees.
3. Land Records Dept. (2nd floor, Courts Bldg., 401 Bosley Ave., Towson, MD 21204. 410 887-2651)

Please be advised, a completed Statewide form (available at the Finance Office or through your attorney) must be included in documents submitted for recording.

If there are any questions regarding this process, contact this office at (410) 887-3391.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl Richards", is written over a horizontal line.

Carl Richards  
Zoning Supervisor

Attachments

cc: Planning; Dev. Plans Review; Real Estate Compliance; Rec. & Parks; Zoning Review-File; Metro District Finance; David Duvall (Scanning); Jean White-OIT; File  
Zoning Review | County Office Building

111 West Chesapeake Avenue, Room 111 | Towson, Maryland 21204 | Phone 410-887-3391 | Fax 410-887-3048

[www.baltimorecountymd.gov](http://www.baltimorecountymd.gov)

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