

Records Research Request Form

Date: _____

Reference No.: _____

Date Completed: _____

Property Identification: Please supply as much information as possible. (Subdivision Name, Lot No., Tax Map, Grid, and Parcel numbers can be found on your Tax Assessment Notice) Older records are filed by the name of the owner at the time that the well or system was installed. Incomplete property identification may result in incomplete or incorrect information, or longer search times. Searches will be conducted as quickly as time permits. Please attach State Department of Assessments and Taxation (SDAT) notice.

Owner's Name: _____

Property Address: _____

Subdivision Name: _____ Section No. _____ Lot No. _____

Tax Account ID #: _____ Tax Map: _____ Grid: _____ Parcel: _____

Year House Built: _____ Owner when built: _____

Building Permit Number(s): _____ County File No: _____

Well Tag Number(s): _____ (tag should be attached to well casing)

Note: For built before 1975, owner's name when built is critical to locating well or septic information. Also, there may be a metal tag with the file number located near the main sewer line into the house or attached under the kitchen sink. This number will be helpful in locating Health Department records. Our office will not have any record of wells or septic systems installed before 1955, unless an upgrade or repair was made.

Information requested:

_____ Permit plan showing well and septic locations _____ Well Completion Report/Field Data

_____ Septic System Information _____ Perc Results

_____ Other (specify): _____

Information requested by: Name: _____

E-mail Address: _____

Phone: _____

Requests may be e-mailed to carrollcounty.environmental@maryland.gov or faxed to 410-876-4430