

HAGERSTOWN DEPARTMENT OF PLANNING

Hagerstown, Maryland

FOREST CONSERVATION PLAN APPLICATION

SUBMISSION REQUIREMENTS: THIS ORIGINAL AND ONE COPY OF THIS FORM AND TWO COPIES OF THE DELINEATION EXHIBIT AND ANY OTHER RELEVANT MATERIALS. This application will not be accepted for processing unless the checklist found on the remaining sheets of this form to be completed, with the appropriate plan page references included, and all materials requested are provided.

EFFECTIVE JANUARY 1, 2004, NO FOREST CONSERVATION PLAN WILL BE ACCEPTED FOR PROCESSING UNLESS ACCOMPANIED BY A COMPLETED COPY OF THIS REVIEW CHECKLIST FORM

For Planning Department Use Only	Forest Con. Plan File FC - _____ - _____	Accepted: _____
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SUBDIVISION NAME: _____ SECTION: _____

DEED REFERENCE: _____ LIBER: _____ FOLIO: _____ ZONING DISTRICT: _____

LOCATION OF PROPERTY: _____ TRACT SIZE: _____

RELATED PLANNING DEPARTMENT FILE REFERENCES (SITE PLANS, PRELIMINARY PLATS, BZA CASES):
(If none, state so)

PROPOSED USE (NUMBER AND TYPES OF DWELLINGS, AREA & USE OF COMMERCIAL & INDUSTRIAL BLDGS.):

ENG./SURVEY COMPANY: _____ PROJECT CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

DEVELOPER: _____ PROJECT CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

OWNER OF PROPERTY: _____

MAILING ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

This Chart for Staff Use Only	1 ST Review	2 nd Review	3 rd Review
Date Accepted for Processing:			
Review Date:			
Returned to Design Firm on:			

INSTRUCTION TO ENGINEER/SURVEYOR: In the column marked "Engineer/Surveyor", identify each page which the required item appears on the plan. For items that appear on each page of the plan, use "All". If not applicable, provide a note on the plan stating this and then provide a page reference in the column below identifying on which page of the plan this note can be found.

Ordinance Requirements	Surveyor/ Engineer	1 st Review	2 nd Review	3 rd Review	REVIEW KEY	
					√ I N/A U	OK Incomplete Not Applicable Unacceptable

VICINITY MAP SHOWING:					
subject property and surrounding area for one square mile					
Major roads					
Municipal boundaries					
North arrow					
Adjacent land uses					
Scale 1" = 2,000', minimum					
TITLE BLOCK CONTAINING:					
Project title					
Date					
Scale					
Legend					
Schedule of Revisions					
DELINEATION EXHIBIT					
Boundaries of property and source of information (plat, survey, etc.)					
North Arrow					
Certification by Qualified Professional					
Signature Block for Planning Commission					
Topographic contours and interval					
Steep slopes greater than 25 percent					
100-year non-tidal floodplain					
Intermittent and perennial streams					
Stream buffers (50 foot width)					
Soil classifications indicating soils with:					
Structural limitation					
Hydric properties					
K value greater than 0.35 on slopes of fifteen (15) percent or more					
Nontidal or tidal wetlands and buffers					
Critical Habitat Areas					
Forested areas and unforested areas including tree lines extending offsite					

Priority afforestation areas					
Priority retention areas					
Field sampling locations					
Forest stand information including (for each): Location Description Size					
TABLE INCLUDING					
Parcel size					
Identification number					
Total tract area					
Net tract area					
Total existing forest area					
Land use category					
Threshold percent					
Land use area					
Area of proposed clearing					
Area of forest conservation required					
Area of retention on-site					
Area of retention off-site					
Area for planting on-site					
Area for planting off-site					
Amount of "fee in lieu" if applicable					
Existing forest area (location and description)					
Limits of disturbance					
Building restriction lines					
SRA					
Utility easements					
Stormwater management					
Stockpile areas					
Description and location of Forest Protection Devices					
Location of retained forest (survey description metes and bounds)					
Specifications/Details					
If 0-30% of the Critical Root Zone is disturbed, show forest and tree protection measures/practices					
Construction sequence					
If applicable, demonstrate that priority areas cannot be retained					

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FOR OFFSITE PLANTING: Site Map Vicinity Map Documentation of legal right to plant and maintain tree stands					
Location of planting area - survey description metes/bounds					
Planting plan Specification Soil preparation Site preparation					
Planting schedule: Species Stocking (number, spacing and/or distribution) Size Condition Plant source					
Construction sequence					
Planting sequence					
Location of protection devices					
Specifications/details of signs					
Areas not subject to Forest Conservation Plan must contain restrictive note for later applications					
LONG TERM PROTECTION					
Long-term Binding Protective Agreement (easement) Protects afforested, reforested and retained areas Describes allowed activities					
Two year binding maintenance agreement which includes watering and reinforcement planting provision					
Financial security (bond)					

Preparer: Please use the below chart to cite sections and notes regarding additional information or questions you may have about the requirements of the ordinance as it relates to this plan.

INSTRUCTIONS TO PARTY PREPARING DELINEATION:

This checklist is the format used by the Department of Planning to review and comment on your plat. It will be/has been returned to you so you can address the issues raised throughout the checklist. When you have completed the necessary revisions to this plan, submit the following number of copies along with this checklist:

PLANNING DEPARTMENT:

2 COPIES

STATEMENTS

I understand that site plan or subdivision approval by the Hagerstown Planning Commission does not constitute permission to construct. Appropriate permits must be obtained from the City Engineer's Department and utilities before construction may commence. **This statement must be signed before application will be accepted for processing.**

Owner's Signature: _____ **Applicant's Signature **: _____**
(If different from owner)

Date: _____