



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

FOREST STAND DELINEATION

Schedule C1

(Last Revised: January 1, 2021)

Submittal Requirements:

- Original Application and 1 copy, including Checklist, plus electronic copy of this form.
- 2 complete sets of the Delineation Exhibit and any other relevant materials
- Filing fee (please consult current fee schedule)

Case No. FC - _____

Office Use Only

Munis No. - _____

Name of Development : _____

Location of Property: _____

(Please include street address, if known)

Deed Reference: Liber: _____ Folio: _____ Zoning District: _____ Tract Size: _____

Related Planning and Code Administration Department file references (site plans, preliminary plats, BZA cases, etc.):

General Description of Proposed Use (number and types of dwellings, and/or area and use of commercial and industrial buildings):

Engineer/Survey Company: _____

Project Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Developer: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Property Owner Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

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			

Instructions 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 the item is not applicable, address as not applicable in a note on the plan and reference the page of the plan on which the note appears in the column below. PCAD = Planning and Code Administration Department.

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
	PLAN DATA REQUIREMENTS					
	Vicinity Map Showing:					
7.C.1.c (6)	Subject property and surrounding area for one square mile					
7.C.1.c (6)	Major roads					
7.C.1.c (6)	Municipal boundaries					
7.C.1.c (6)	North Arrow					
7.C.1.c (6)	Adjacent land uses					
	Forested areas					
7.C.1.c (6)	Scale 1" = 2,000' (minimum)					
	Title Block Containing:					
7.C.1.c (6)	Project title					
7.C.1.c (6)	Date					
7.C.1.c (6)	Scale					
7.C.1.c (6)	Legend					
7.C.1.c (6)	Schedule of Revisions					
	Delineation Exhibit:					
7.C.1.c (6)	Boundaries of property and source of information (plat, survey, etc.)					
7.C.1.c (6)	North Arrow					
7.C.1.b.	Certification by Qualified Professional					
Staff	Signature block for Planning Commission Staff					
7.C.1.c (1)	Topographic contours and interval					
7.C.1.c (1)	Steep slopes greater than 25%					
7.C.1.c (4)	100-year non-tidal floodplain					
7.C.1.c (1)	Intermittent and perennial streams					
7.C.1.c (6)	Stream buffers (50-foot width)					
7.C.1.c (2)	Soil classifications, including soils with: Structural limitation Hydric properties K value greater than 0.35 on slopes of 15% or more					
7.C.1.c (6)	Nontidal or tidal wetlands and buffers					

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
7.C.1.c (6)	Parcel size, property ID number, and total existing forest					
7.C.1.c (6)	Critical Habitat Areas					
7.C.1.c (6)	Forested areas and unforested areas, including tree lines extending offsite					
7.C.1.c (6)	Priority afforestation areas					
7.C.1.c (6)	Priority retention areas					
7.C.1.c (6)	Field sampling locations					
7.C.1.c (3)	Forest stand information, including (for each): Location Description Size					
7.C.1.c (3) and (6)	Location of trees or stands which have trees that are: Rare, threatened, or endangered Part of an historic site or associated with an historic structure Designated to be a champion tree for that species Specimen trees of 30" dbh or greater Trees with at least 75% of the diameter of the state champion tree of that species					
5.K	Demonstrate compliance with the research and identification requirements of human burial sites of this section. See Article 5, Section K for details.					
	Revision Checklist:					
N/A	Are revised copies labeled in bottom right-hand corner with destination agency?		N/A			
N/A	Are all revisions highlighted (do not use yellow)?		N/A			
N/A	Are multiple-page plans stapled along left edge?					
PCAD	Is this form being submitted to PCAD on initial submission?					
PCAD	Is this form being returned to the Planning and Code Administration Department with revised submission?					
PCAD	Are all applicable fee paid in full?					

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
FOREST STAND ANALYSIS						
7.C.1.c (6)	Site description					
7.C.1.c (6)	Methodology					
7.C.1.c (6)	Summary for each stand describing: Stand composition Stand structure Stand condition Retention potential relating to proposed development Specific management recommendations Stand function (water quality benefits, specific wildlife habitat value, and other land use objectives like recreation, timber management, etc.)					
7.C.1.c (6)	Recommendations for specific areas such as specimen trees					
7.C.1.c (6)	Field sampling data, including: Property name Location Name of data collector Date Summary for each forest stand					
7.C.1.c (6)	Forest stand summary sheets, including: Property name Location Name of person preparing summary Date of preparation Summary for each forest stand					

Preparer: Please use the chart below 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.

LMC Section	Comments

Instructions to Party Preparing Delineation:

This checklist is the format used by the Planning and Code Administration Department to review and comment on your plan. 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 two copies of the revised material along with this checklist and an electronic version of the revised materials to the Planning and Code Administration Department.**

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 Parks and Engineering 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

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Planning and Code Administration Department
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Hagerstown, MD 21740
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F | 301.790.2650

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