



## Preliminary Forest Conservation Plan Checklist

Calvert County, Maryland Department of Planning & Zoning  
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A Forest Conservation Plan prepared by a licensed forester, a licensed landscape architect, or a qualified professional who meets the requirements set by the Maryland DNR (CCZO Article 20) must be submitted for each project for which a Forest Stand Delineation or Simplified Forest Stand Delineation is required. In developing a Forest Conservation Plan, the applicant shall prioritize techniques for retaining existing forest on the site per CCZO Article 20. Only with the approval of the County Environmental Planning staff may the application choose other mitigation methods.

All file names should use the format: Project Name, Project Number, Version, Brief Description  
 ([Lisas Kennel\\_CSPR-123456\\_Plan 2\\_Maps](#))

Please check off in the "Appl(licant)" column to acknowledge each component has been included. Planning & Zoning will do the same in the P&Z column during their review. If the item is not applicable to your project, please check the N/A box.

Date submitted:		Related Projects:			
Project Name:		Project Number:			
			Appl	N/A	P&Z

### SUBMISSION REQUIREMENTS

		Appl	N/A	P&Z
A	One file containing this form, named with the appropriate format. ( <a href="#">Lisas Kennel_CSPR-123456_Plan 2_PFCP Checklist</a> )			
B	One file including plan and narrative, named with the appropriate format. ( <a href="#">Lisas Kennel_CSPR-123456_Plan 2_PFCP</a> )			
C	One file containing FSD approval, named with the appropriate format. <b>OR</b>			
D	Forest Stand Delineation application and submittal package, named with the appropriate format. ( <a href="#">Lisas Kennel_CSPR-123456_Plan 2_FSD Approved or FSD application package</a> )			
E	Preliminary Forest Conservation Plan Review Fee. All submittal fees can be included in one check, please see the appropriate checklist and fee schedule.			
F	Subdivision or Site Plan package			
G	Signature/Stamp of the Qualified Professional on all documents. Be sure to include the expiration date of the license.			

### PLAN REQUIREMENTS

		Appl	N/A	P&Z
1	Vicinity Map (1" = 2000') including major roads, boundaries, north arrow, labels.			
2	Title including tax map and parcel, date, revision block and scale; legend; north arrow.			
3	Same scale as subdivision, site, grading, project or forest stand delineation plan.			
4	Property boundaries and area (acres or square feet); submit plat, boundary survey or deed if applica			
5	Adjacent property information (parcel/lot owner, deed/plat reference, land use).			
6	All existing easements, rights-of-way affective property, including utility and conservation easements			
7	Total tract area, total area of Waters of the United States and wetlands (acres or square feet).			
8	Location of existing forest cover, tree line within 100 feet of subject property.			

Project Name:		Project Number:	Appl	N/A	P&Z
9	2-foot interval contour topography; steep slopes (15% - 25%; 25% and greater).				
10	Existing features including buildings, structures, historic sites, cultural features, roads, utilities, etc.				
11	Natural Heritage Areas, Habitat Protection Areas, Critical Habitat Areas.				
12	Critical Area line, overlay zoning and buffers.				
13	100-year floodplain.				
14	Soil boundaries and labels; Soils Chart including hydric properties and K factors.				
15	Intermittent and perennial streams and associated County and State buffers.				
16	Tidal and nontidal wetlands, ponds, springs, seeps and associated County and State buffers.				
17	Field sampling locations.				
18	Stand Summary Chart including stand acreage, dominant species, priority for retention.				
19	Stand boundaries and labels indicating forest stand names and their relative retention value.				
20	Designated rare, threatened, and endangered species' habitat.				
21	Trees associated with designated historic structures: State, County and National Champion Trees.				
22	Trees with a diameter, measured at 4.5 feet above the ground, of 30 inches or greater.				
23	If in PFTC: Trees with a diameter, measured at 4.5 feet above the ground, of 24 inches or greater				
24	Trees with a diameter, measured at 4.5 feet above the ground, that is 75% or more of the current State Champion Tree.				
25	Subdivision or site plan layout, as shown on Final Plat and/or Final Site Plan.				
26	Proposed limit of disturbance; location of stockpile areas.				
27	All retention, afforestation, and reforestation areas and acreages; bearings and distances to all boundary lines.				
28	10-foot setback from all buffers, steep slopes, retention, afforestation and reforestation areas.				
29	Forest Conservation Summary Table: acreage of each retention, afforestation, reforestation sub-area, total acreage.				
30	Forest Conservation Worksheet.				
31	<b>STANDARD NOTES</b>				
32	References for sources of topography, soils data and other environmental features.				
33	"There is no 100-year floodplain on the subject property per FEMA FIRM Panel # <u>&lt;Panel #&gt;</u> , <u>&lt;Panel Date&gt;</u> [date]." <b>OR</b>				
34	"A portion of the subject property <u>&lt;acres or square feet&gt;</u> lies within the 100-year floodplain per FEMA FIRM Panel # <u>&lt;Panel #&gt;</u> , <u>&lt;Panel Date&gt;</u> [date]."				

Project Name:		Project Number:	Appl	N/A	P&Z
35	"No portion of the subject property lies within the Chesapeake Bay Critical Area." <b>OR</b>				
36	"A portion of the subject property <acres or square feet> lies within the <zoning district> zoning district of the Chesapeake Bay Critical Area. Within the CBCA, <acres or square feet> are forested."				
37	"A Forest Stand Delineation was prepared for this project by <consultant> on <date>, and filed with Calvert County Planning & Zoning [P&Z Project Number <PZ Project Number>]." Include approval date if applicable.				
38	"A wetland delineation was prepared for this project by [consultant], dated [date], and filed with Calvert County Planning & Zoning [P&Z Project Number <PZ Project Number>]." Include approval date if applicable.				
39	<b>OR</b> Standard note provided by Planning & Zoning that a wetland delineation was not required for this project.				
40	"A buffer zone of 50 feet adjacent to nontidal wetlands and 100 feet adjacent to tidal wetlands shall be maintained. These areas are to be left undisturbed in perpetuity and to serve for water quality benefits."				
41	Reference to correspondence with Maryland Department of Environment that the expanded wetland buffer per COMAR 26.23.01.04 is not required.				
42	"A 10-foot building setback shall be maintained from the edge of all stream and wetland buffers and from all other Conservation Areas including steep slopes."				
43	"When any disturbance is proposed within 100 feet from the edge of the wetland buffer, protective snow fencing shall be placed at the edge of the Limit of Disturbance."				
44	Reference to any permits, Board of Appeals orders, or other applicable documents.				
45	<b>If the property is subject to a Forest Conservation Declaration of Intent, include whichever of the following four (4) notes is applicable:</b>				
46	For exemptions for agricultural use, residential development on a single lot that existed before January 1, 1993, or linear projects not otherwise exempt: "This property is subject to a Forest Conservation Declaration of Intent (DOI) filed with Calvert County Planning & Zoning on <approval date>. Noncompliance with the conditions of the DOI may result in loss of exemption. If the Owner makes an application for an activity regulated under the Forest Conservation Program on all or part of the parcel within five (5) years of the filing of the DOI, the property will lose exemption and the Owner shall meet all requirements of the Calvert County Zoning Ordinance Article 8-3."				
47	For exemptions due to commercial logging & timber harvesting operations: "This property is subject to a Forest Conservation Declaration of Intent (DOI) filed with Calvert County Planning & Zoning. Noncompliance with the conditions of the DOI may result in loss of exemption. If the Owner makes an application for an activity regulated under the Forest Conservation Program on all or part of the parcel within five (5) years of the Soil Conservation District approval of the timber harvest plan [SCD approval date], the property will lose exemption and the Owner shall meet all requirements of the Calvert County Zoning Ordinance Article 8-3."				
48	For exemptions due to Intra-Family Transfer: "The subdivision and development of this property is for the purpose of constructing a dwelling for the use of the Grantee and is subject to a Forest Conservation Declaration of Intent (DOI) filed with Calvert County Planning & Zoning. Noncompliance with the conditions of the DOI may result in loss of exemption. If the property does not remain in the ownership of the Grantee, or the Owner makes an application for an activity regulated by the Forest Conservation Program within five (5) years from record plat recording, the property will lose exemption and the Owner shall meet all requirements of the Calvert County Zoning Ordinance Article 8-3."				

Project Name:		Project Number:		Appl	N/A	P&Z
49	For exemptions due to Real Estate Transfer: "The subdivision of this property is for the sole purpose of a real estate transfer and does not involve a change in land use, new development, or redevelopment. This property is subject to a Forest Conservation Declaration of Intent (DOI) filed with Calvert County Planning & Zoning. Noncompliance with the conditions of the DOI may result in loss of exemption. If the Owner makes an application for an activity regulated under the Forest Conservation Program on all or part of the parcel within five (5) years from record plat recording, the property will lose exemption and the Owner shall meet all requirements of the Calvert County Zoning Ordinance 8-3."					
50	<b>NARRATIVE REQUIREMENTS</b>					
51	Address the reasons for choosing proposed forest retention areas based on: a. The comparative retention value of each stand, as addressed in the Forest Stand Delineation; <b>and</b>					
52	b. Priority areas for retention, afforestation, and reforestation as outlined in the CCZO Article 8. Demonstrate that priority areas cannot be retained, if applicable.					
53	Address protection of specimen trees located outside of the proposed Forest Retention Areas.					
54	Address any additional issues specific to the project.					
55	<b>PLANTING PLAN REQUIREMENTS</b> If planting is required as part of Forest Conservation requirements, include the following on a separate sheet within the PFCP plan set:					
56	<b>Onsite Plantings:</b>					
57	Existing site conditions and site preparation					
58	Planting schedule including species, stocking number, spacing, distribution, size, condition and plant source					
59	Proposed location for each planting					
60	Construction and planting sequence					
61	Planting details showing method of installation					
62	<b>Offsite Plantings:</b>					
63	All of the above-listed requirements for onsite plantings					
64	Site vicinity map					
65	Legal right to plant and maintain plantings					
66	<b>Management &amp; Monitoring</b>					
67	Needs for water and nutrients					
68	Control of competing vegetation					
69	Protection from disease, pests, predators, mechanical injury, etc.					
70	Reinforcement plantings					
71	Other treatments as required based on planting techniques in the State Forest Conservation Technical Manual					
72	<b>Long-Term Management</b>					
73	Two-year agreement between parties including description of allowed activities					