



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

FOREST CONSERVATION PLAN

Schedule C2

(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: _____ File No. _____

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:					
D.2.b.(11)	Subject property and surrounding area for one square mile					
D.2.b.(11)	Major roads					
D.2.b.(11)	Municipal boundaries					
D.2.b.(11)	North Arrow					
D.2.b.(11)	Adjacent land uses					
D.2.b.(11)	Scale 1" = 2,000' (minimum)					
	Title Block Containing:					
D.2.b.(11)	Project title					
D.2.b.(11)	Date					
D.2.b.(11)	Scale					
D.2.b.(11)	Legend					
D.2.b.(11)	Schedule of Revisions					
	Table including:					
D.2.b.(2)	Parcel size					
D.2.b.(2)	Identification number					
D.2.b.(2)	Total tract area					
D.2.b.(2)	Net tract area					
D.2.b.(2)	Total existing forest area					
D.2.b.(2)	Land use category					
D.2.b.(2)	Threshold percent					
D.2.b.(2)	Land use area					
D.2.b.(2)	Area proposed for clearing					
D.2.b.(2)	Area of forest conservation required					
D.2.b.(2)	Area of retention on site					
D.2.b.(2)	Area of retention off site					
D.2.b.(2)	Area for planting on site					
D.2.b.(2)	Area for planting off site					
D.2.b.(2)	Amount of "fee-in-lieu" if applicable					
	Delineation Exhibit:					
D.2.b.(1) & D.2.b.(11)	Boundaries of property and source of information (plat, survey, etc.)					

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
D.2.b.(3)	Graphic indicating forest conservation provided, to scale, including reforestation, afforestation, credited street trees, and retained forest.					
7.C.1.b.	Certification by Qualified Professional					
7.C.1.c (6)	Signature block for Planning Commission					
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.H.1.c (1)	Stream buffers (50-foot width)					
7.C.1.c (2)	Soil classifications with map, including soils with: Structural limitation Hydric properties K value > 0.35 on slopes of 15% or more					
7.D.1.e.	Nontidal or tidal wetlands and buffers (see deduction & priority areas)					
7.H.1.c (4)	Critical Habitat Areas					
7.C.1.c (3)	Forested areas and un-forested areas, including tree lines extending offsite					
7.H.1.c.	Priority afforestation areas					
7.F.2 & 7.H.1.c.	Priority retention areas					
7.F.3.	If need to remove priority retention items – file variance application					
7.C.1.c (6)	Field sampling locations					
7.C.1.c (3)	Forest stand information, including (for each): Location, Description and Size					
7.C.1.c (3)	Existing forest area (location and description)					
7.D.2.b (7)	Limits of disturbance					
7.D.2.b (11)	Building restriction lines					
7.D.2.b (11)	SRA					
7.D.2.b (11)	Utility easements					
7.D.2.b (8)	Stormwater management					
7.D.2.b (8)	Stockpile areas					
7.D.3.b (1)	Description and location of Forest Protection Devices					
7.D.2.b (2)(c)	Location of retained forest (survey description metes and bounds)					
7.D.2.b (11)	Specification/Details					
7.D.2.b (11)	If 0-30% of the Critical Root Zone is disturbed, show forest and tree protection measures/practices					
7.D.2.b (6)	Construction sequence					
7.B.2.	Does project involve state funds? (DNR review necessary)					
5.K	Illustration location of any known or believed human burial sites (carried forward from forest stand delineation)					
	ID Retention Priorities on Dedication Exhibit:					
7.F.3.a (1)	Rare, threatened and endangered trees, shrubs, or plants					
7.F.3.a (2)	Rare, threatened and endangered animal habitats					

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.F.3.b (1)	Trees part of an historic site					
7.F.3.b (2)	Trees associated with an historic structure					
7.F.3.b (3)	Trees associated with national, state, county or city champion tree					
7.F.3.c.	Tree 30 inches or more in diameter 4.5 feet above ground or 75% of current state champion tree of that species as designated by Maryland Department of Natural Resources					
	For Off-Site Planting and/or Retention					
7.D.2.b (11)	Vicinity map					
7.D.2.b (11)	Documentation of legal right to plant and maintain tree stands					
7.D.2.b (3)	Location of planting area – survey description metes/bounds					
7.H.1.a.	Planting Plan: Specification Soil preparation Site preparation					
7.H.1.a.	Planting Schedule: Species Stocking (number, spacing and/or distribution) Size Condition Plant source					
7.D.2.b (2)	Planting sequence					
7.D.2.b (11)	Location of protection devices					
7.D.3.b (1)	Specifications/details of signs					
7.D.3.b (6)	Areas not subject to Forest Conservation Plan must contain restrictive note for later applications					
7.D.2.b (4)	Narrative explaining how requirements of Section 7.D.1.(b) are met					
7.D.1.c.	Narrative explaining justification for use of fee-in-lieu (if applicable)					
7.D.1.f.	Narrow easements across multiple residential lots is discouraged					
7.J.1.	Native species preferred					
	Long-Term Protection:					
7.D.3.b (4)	Long-term Binding Protective Agreement (easement)					
7.D.3.b (4)	Protects afforested, reforested and retained areas					
7.D.3.b (4)	Describes allowed activities					
7.D.3.b (3)	Two-year binding maintenance agreement which includes watering and reinforcement planting provision					
7.K.	Financial security (bond)					
	Revisions 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 returned to the Planning and Code					

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
	Administration Department with revised submission addressing staff comments?					
PCAD	Are all applicable fee paid in full?					

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 along with this checklist and an electronic version of the revised plan 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

City of Hagerstown, Maryland
Planning and Code Administration Department
 One East Franklin Street, Suite 300
 Hagerstown, MD 21740
 T | 301.739.8577, Ext. 138
 F | 301.790.2650

Form Created: 1/1/2021
 Last Revised: 1/1/2021