

**Carroll County Bureau of Resource Management**  
**Forest Conservation**  
**FOREST CONSERVATION PLAN CHECKLIST**

Subdivision Name: \_\_\_\_\_ County File Number: \_\_\_\_\_

Road Name / Location: \_\_\_\_\_

The Forest Conservation plan submittal shall be at the same scale as the associated subdivision or site development plan and shall include the information listed below. Additional information about these requirements may be found in the Carroll County Forest conservation Manual.

Indicate X or N/A Below

1. Forest Conservation Plan Sheet(s):

- \_\_\_\_\_ a. Boundaries of submission.
- \_\_\_\_\_ b. Need the tabulation of gross and net tract area.
- \_\_\_\_\_ c. Proposed topography at same interval as the associated plan.
- \_\_\_\_\_ d. Environmentally sensitive areas to be protected, including floodplains, steep slopes, streams, stream buffer areas, wetlands and their buffers.
- \_\_\_\_\_ e. Boundaries of any proposed open space areas.
- \_\_\_\_\_ f. Proposed site improvements (roads, lots, structures, stormwater management, etc.).
- \_\_\_\_\_ g. All existing forest areas and other trees to be retained – clearly delineated.
- \_\_\_\_\_ h. All existing forest areas and other trees to be cleared – clearly delineated.
- \_\_\_\_\_ i. The location and extent of any reforestation or afforestation plantings.
- \_\_\_\_\_ j. Species and planting methods for reforestation or afforestation.
- \_\_\_\_\_ k. Limits of disturbance lines and all protective measures and management techniques (including easements) to maintain the environmental integrity of all forest retention, reforestation or afforestation areas created by the plan.
- \_\_\_\_\_ l. Name(s) and contact phone number(s) for field investigation visit.
- \_\_\_\_\_ m. Cost estimate for afforestation or reforestation.
- \_\_\_\_\_ n. Plan showing signage installed around afforestation area.

- o. A record plat with a bearing and distance for afforestation, reforestation, and retention areas. If a record plat is not required, then a written Metes and Bounds description will be required. The Forest Conservation Easement shall not overlap any other easement except the Water Resource Easement.
- p. Afforestation and/or reforestation signage spaced at 100 feet intervals and stated on the Forest Conservation plan.
- q. Plant stocking specified and spacing stated on the plan.
- r. Planting design showing typical planting layout.
- s. Provide fence detail on plan.
- t. Provide sign detail on plan.
- u. Planting detail placed on plan to reference plant stock required.
- v. Tree shelter (if required) detail placed on plan.
- w. Forest Conservation Data Sheet.
- x. Forest Conservation Application Sheet.
- r. Planting design showing typical planting layout.
- z . Northing & Easting Coordinates and Tax Map, Block, Parcel Numbers.
- aa . Show BG&E electrical lines on the plan. See Standards for trees planted adjacent to electrical utility rights-of-way, Section 115-4 D. of the Carroll County Forest Conservation Ordinance.
- bb . The planting plan must consist of at least five species.
- cc . Priority forest areas must be shown and identified on the plan as per Chapter 3, 3.0 of the Carroll County Forest Conservation Manual.
- dd . All planting areas must be kept out of any right-of-way.
- ee . The FEMA Floodplain must be shown on the plan.

2. Forest Conservation Plan Worksheet:

A completed Forest Conservation plan worksheet in accordance with Appendix D of the Forest Conservation Manual is attached.

3. Additional Documentation:

- a. Written narrative explaining reasons for any clearing, justifying for non-conformance to retention priorities (Narrative must include description of what site is to be) or to location priorities for reforestation or afforestation, and justifying reforestation or afforestation, and justifying reforestation or afforestation methods proposed. Proposed topography at same interval as the associated plan.
- b. Construction period protection and management program.
- c. Post construction protection and management program (36 months); easements.
- d. Long-term Protective Agreement for all forested/afforested/reforested areas.

- \_\_\_\_\_ e. Letter of confirmation from the MD Dept. of Natural Resources regarding rare, threatened, and endangered Flora/Fauna.
4. Off-site Reforestation Plan or Afforestation Plan (if applicable):
- \_\_\_\_\_ a. Written justification for proposed off-site location for reforestation or afforestation.
  - \_\_\_\_\_ b. Plan of off-site property with location and size of areas to be planted; planting plan depicting species and methods to be used to implement reforestation or afforestation; and, protective measures and management technique Boundaries of any proposed open space areas.
  - \_\_\_\_\_ c. Proof of legal right to use off-site location, including all necessary easements and restrictions to be recorded.
  - \_\_\_\_\_ d. If using a Forest Bank - proof of purchase of credits is required from Bank owner. A copy of the Bank Establishment Plan showing the acreage deducted must be provided.
  - \_\_\_\_\_ e. A title certificate must be submitted with the Public Works Agreement for off-site forest conservation.
5. \_\_\_\_\_ Copy of Forest Stand Delineation approval letter.
6. \_\_\_\_\_ Limit of disturbance must show 30 foot allowance around house if not wooded and 60 foot allowance around house if wooded.
7. \_\_\_\_\_ Provide a chart that gives the total amount of signs and fencing used for retention areas.
8. \_\_\_\_\_ The number of signs, posts, and linear feet of fence must be placed in a chart on the plan.
9. \_\_\_\_\_ Provide the "Field Edge Determination" sample (See Pg. 17A of Forest Conservation Manual) on plan.
10. \_\_\_\_\_ Place a note on plan that says, "When tube shelters are used, they must be removed prior to release of bond money."
11. \_\_\_\_\_ The planting schedule for completion of planting as shown in 115-10(C) of the Code must be on the plan.
12. \_\_\_\_\_ The survival rate required at the end of the maintenance period must be placed on the plan – refer to pg. A-19 of the Forest Conservation Technical Manual.
13. \_\_\_\_\_ A person required to conduct afforestation or reforestation on-site shall accomplish the afforestation or reforestation contemporaneous with the removal of sediment control devices.
14. \_\_\_\_\_ A person authorized to conduct afforestation or reforestation off-site shall accomplish the afforestation or reforestation within one (1) year or two (2) growing seasons of the issuance of the grading permit.