



Final 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 follow the format: Project Name, Version, Project Number, Brief Description
 ([Lisas Kennel_CSPR-123456_Plan 2_Maps](#))

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

Date submitted		Related Projects:	
Project Name:		Project Number:	

Appl	N/A	P&Z
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SUBMISSION REQUIREMENTS

		Appl	N/A	P&Z
A	One file containing this checklist, named with the appropriate format. (Lisas Kennel_SPR-654321_Plan 2_FFCP Checklist)			
B	One file including plan and narrative, named with the appropriate format. (Lisas Kennel_SPR-654321_Plan 2_FFCP)			
C	One file containing the previously approved FSD, named with the appropriate format. (Lisas Kennel_SPR-654321_Plan 2_FSD Approved)			
D	One file containing the previously approved PFCP, named with the appropriate format. (Lisas Kennel_SPR-654321_Plan 2_PFCP Approved)			
E	One file containing the previously approved subdivision plan, named with the appropriate format. (Lisas Kennel_SPR-654321_Subdivision Plan Approved) OR			
F	One file containing the previously approved site plan, named with the appropriate format. (Lisas Kennel_SPR-654321_Site Plan Approved)			
G	One file containing the Record Plat (can be under review), named with the appropriate format. (Lisas Kennel_SPRFP-665544_Record Plat) OR			
H	One file containing the Replat (can be under review), named with the appropriate format. (Lisas Kennel_SPRFP-665544_Site Plan Approved)			
I	Final Forest Conservation Plan Review Fee - please attach the current Fee Package (Form PZ-FEE-ENV)			
J	Any waivers, variances or exemption requests, including the appropriate Fee Schedule.			
K	Signature/stamp of Qualified Professional (CCZO 8-3.04.U) on all plan sheets			

PLAN REQUIREMENTS to be included on each sheet in the FFCP plan set

		Appl	N/A	P&Z
1	Vicinity Map (1" = 2000') including major roads, boundaries, north arrow, labels.			
2	Title block including tax map and parcel, date, revision block, scale, legend and north arrow			
3	Same scale as subdivision, site, grading, or project plan			
4	Property boundaries and area (acres or square feet); submit plat, boundary survey or deed if applicable.			
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.			

Project Name:		Project Number:		Appl	N/A	P&Z
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.					
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-factor					
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	Construction schedule (relative to forest conservation protection measures)					
32	Location of retention signage at all retention boundaries, reforestation signage at all reforestation boundaries, and Specimen Tree signage at all Specimen Trees to be retained outside of Forest Retention Areas					
33	Details of signage and protective fencing to be installed					
34	STANDARD NOTES					
35	References for sources of topography, soils data and other environmental features.					
36	"There is no 100-year floodplain on the subject property per FEMA FIRM Panel # _____ [date]." OR					
37	"A portion of the subject property ([acreage or square footage]) lies within the 100-year floodplain per FEMA FIRM Panel # _____ [date]."					

Project Name:		Project Number:		Appl	N/A	P&Z
38	"No portion of the subject property lies within the Chesapeake Bay Critical Area." OR					
39	"A portion of the subject property ([acreage or square footage]) lies within the _____ zoning district of the Chesapeake Bay Critical Area. Within the CBCA, [acres or square feet] are forested and [acreage or square footage] are proposed to be impacted by this project."					
40	"A Forest Stand Delineation was prepared for this project by [consultant], dated [date], and filed with Calvert County Planning & Zoning [P&Z Project Number _____]." Include approval date if applicable.					
41	"A wetland delineation was prepared for this project by [consultant], dated [date], and filed with Calvert County Planning & Zoning [P&Z Project Number _____]." Include approval date if applicable. OR					
42	Standard note provided by Planning & Zoning that a wetland delineation was not required for this project.					
43	"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."					
44	Reference to correspondence with Maryland Department of Environment that the expanded wetland buffer per COMAR 26.23.01.04 is not required.					
45	"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."					
46	"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."					
47	Reference to any permits, Board of Appeals orders, or other applicable documents.					
48	If the property is subject to a Forest Conservation Declaration of Intent, include whichever of the following notes is applicable:					
49	<i>For exemptions for agricultural use, residential development on a single lot that existed before January 1, 1993, or linear projects not otherwise exempt:</i> "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."					
50	<i>For exemptions due to commercial logging & timber harvesting operations:</i> "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."					
51	<i>For exemptions due to Intra-Family Transfer:</i> "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."					
52	<i>For exemptions due to Real Estate Transfer:</i> "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."					

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53	NARRATIVE REQUIREMENTS			
54	Address adherence to forest conservation objectives as outlined in the Preliminary Forest Conservation Plan			
55	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; and b. Priority areas for retention, afforestation, and reforestation as outlined in the CCZO Article 8. Demonstrate that priority areas cannot be retained, if applicable.			
56	Address protection of specimen trees located outside of the proposed Forest Retention Areas.			
57	Address any additional issues specific to the project.			
58	PLANTING PLAN REQUIREMENTS			
58	If planting is required as part of Forest Conservation requirements, include the following on a separate sheet within the PFCP plan set:			
59	Bond information for the Planting Bond(s).			
60	Onsite Plantings:			
61	Existing site conditions and site preparation			
62	Planting schedule including species, stocking number, spacing, distribution, size, condition and plant source			
63	Proposed location for each planting			
64	Construction and planting sequence			
65	Planting details showing method of installation			
66	Offsite Plantings:			
67	All of the above-listed requirements for onsite plantings			
68	Site vicinity map			
69	Legal right to plant and maintain plantings			
70	Management & Monitoring			
71	Needs for water and nutrients			
72	Control of competing vegetation			
73	Protection from disease, pests, predators, mechanical injury, etc.			
74	Reinforcement plantings			
75	Other treatments as required based on planting techniques in the State Forest Conservation Technical Manual			
76	Long-Term Management			
77	Two-year agreement between parties including description of allowed activities			
78	FINAL PLAT OR REPLAT REQUIREMENTS			
79	The applicable plat MUST be submitted as part of this package - even if it is currently under review. These requirements are in addition to , and may overlap with, requirements on other Final Plat and Replanting checklists.			
80	All retention, afforestation, and reforestation areas and acreages; bearings and distance on all property lines.			
81	10-foot building restriction line from all retention, afforestation and reforestation areas.			
82	Reference for source of environmental features.			
83	"There is no 100-year floodplain on the subject property per FEMA FIRM Panel # _____ [date]." OR			
84	"A portion of the subject property ([acreage or square footage]) lies within the 100-year floodplain per FEMA FIRM Panel # _____ [date]."			

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85	"No portion of the subject property lies within the Chesapeake Bay Critical Area." OR					
86	A portion of the subject property ([acreage or square footage]) lies within the _____ zoning district of the Chesapeake Bay Critical Area. Within the CBCA, [acres or square feet] are forested and [acreage or square footage] are proposed to be impacted by this project.					
87	"This plat is subject to a Forest Conservation Plan as approved on [date] and on file with Calvert County Planning & Zoning under [County Tracking Number]."					
88	<i>For exemptions for agricultural use, residential development on a single lot that existed before January 1, 1993, or linear projects not otherwise exempt:</i> "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."					
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