



Checklist for Forest Conservation Plan

City of Rockville

Department of Recreation and Parks/Forestry Division

14625 Rothgeb Drive, Rockville, Maryland 20850

Phone: 240-314-8700 • Fax: 240-314-8719 • Website: www.rockvillemd.gov

Type of FCP (check one):

SFD Forestry-SWM Overlay Pre FCP Final FCP Amended FCP

Please Print Clearly or Type

Project Name: _____

Legal Description of Property: _____

Tax Acct. ID(s): _____

Size of Property: _____

Name of Firm Preparing Plan: _____

Contact Name: _____ Phone: _____

Email: _____ Limits of Disturbance: _____

Type of Plan Submission to CPDS (check one): STP SPX PJT SFD

CPDS Case No.: _____

Instructions for Completing the Checklist

The checklist has been developed to provide guidance on the submission requirements for preparing Forest Conservation Plans (FCP). Refer to Chapter 10.5, Forest and Tree Preservation Ordinance, and the Forest Conservation Manual, as may be amended, for codes and regulations governing forest conservation in the city. All items on the checklist must be addressed as either applicable (A) or not applicable (N/A). If checking N/A, a brief explanation as to why shall be provided. Any item left blank will result in the application being deemed incomplete. The plan preparer must sign the last page of the checklist.

Forest Conservation Plan Acceptance and Review Policy

The checklist must be accompanied by the Forest Conservation Plan application and review fee except for Forestry-SWM Overlay plans for which an FCP application and review fee is not required. Both the checklist and application must be completed and correctly filled out. Incomplete or incorrect applications or checklists will be returned to the applicant. All items listed in Sections A and B must be provided with all forest conservation plan submittals. Complete the appropriate section(s) C, D, E, F or G based on the type of submittal. The forest conservation plan review period is 45 days from when the application package is accepted for review by Forestry. Each re-submission generates another 45-day review period. Re-submittal fees may apply.

A) Application Section

1. _____ Completed and signed FCP application and checklist
2. _____ Applicable review fee
3. _____ Submission package including all required plans

B) Submission Requirements

1. _____ One copy of the approved NRI/FSD (SFD's may submit concurrently)
2. _____ 2 copies of FCP
3. _____ For Pre, Final or Amended FCP's, one copy of plan submitted to CPDS
4. _____ 2 copies of the Landscape Plan
5. _____ For Pre, Final and Amended FCP's, one copy of the Forestry-SWM Overlay Plan
6. _____ For Final and Amended FCP's, one copy of the Erosion and Sediment Control Plan

C) Forestry-SWM Overlay Plan

1. _____ All items required in Section D of the Department of Public Works checklist for Stormwater Management Concept
2. _____ Locations of any existing Forest Conservation Easements on or adjacent to the property
3. _____ Preliminary delineation of existing trees to be used for forest conservation credit
4. _____ If the site has a previously approved FCP, show location, type and size of all trees counting toward forest conservation or significant tree replacement including a symbol for any missing trees

D) Preliminary FCP

1. _____ Applicable items from the approved NRI, i.e. significant tree table
2. _____ Completed forest conservation worksheet
3. _____ Minimum tree cover table
4. _____ Plan showing proposed limits of disturbance, all significant trees, CRZ's and disposition
5. _____ Significant tree table with area of CRZ's, disposition and number of replacement trees required
6. _____ Existing forest and proposed clearing
7. _____ Forest stand narrative
8. _____ Proposed Forest Conservation Easement area(s)
9. _____ Written justification for disturbing priority forest and/or clearing below the break-even point
10. _____ Written justification for removing specimen trees
11. _____ Written justification for requesting fee in lieu
12. _____ Proposed landscape plan showing trees counting for MTC, FC, and significant tree replacement by type: shade, evergreen, or ornamental
13. _____ Location of proposed tree protection fence, root pruning and/or limb pruning
14. _____ All existing utilities, easements, rights of way
15. _____ All proposed SWM facilities/devices, utilities, dedication areas, and easements
16. _____ Any other information the City Forester deems necessary

E) Final FCP

1. _____ All applicable items from the approved NRI
2. _____ Completed City of Rockville forest conservation worksheet
3. _____ Minimum tree cover table
4. _____ Significant tree table from approved NRI with proposed disposition of all trees (save or remove), area of CRZ, number of replacement trees required for each removal, proposed protection and mitigation measures shown on plan and submitted separately on 8 ½" by 11" sheets
5. _____ Limits of disturbance
6. _____ Existing and proposed contour lines including spot elevations where applicable, i.e. walls, highpoints
7. _____ Existing structures including buildings, sidewalks, utilities, fences, driveways, etc. to be removed and method of removal
8. _____ All proposed construction including buildings, roads, sidewalks, stormwater management facilities, walls, paths, signs, benches, lighting, etc.
9. _____ Stockpile areas for soil, material, equipment and staging
10. _____ Concrete washout area
11. _____ Location of temporary trailers including construction and sales
12. _____ All existing and proposed utility locations, easements and rights of way
13. _____ Proposed dedication including road and land areas
14. _____ Location and type of sediment control measures
15. _____ One copy of the current Erosion and Sediment Control plan
16. _____ Sequence of construction (must match Sediment Control Sequence)
17. _____ Forest retention areas including size of area(s) and priority designation of area(s)
18. _____ Forest cleared areas including size of area(s) and priority designation of area(s)
19. _____ Reforestation and afforestation areas
20. _____ Location and type of tree protection measures
21. _____ Location of permanent protection devices
22. _____ Specifications/details for tree protection measures
23. _____ Specifications/details for tree mitigation measures, i.e. root pruning
24. _____ Non native and invasive plant statement and location of plants graphically shown on the plan
25. _____ Planting plan showing reforestation, afforestation, and significant tree replacement including tree planting list with type, size, quantity, and form for all trees
26. _____ City of Rockville Tree Planting Details
27. _____ City of Rockville Forest and Tree Preservation Ordinance Notes
28. _____ One copy of the landscape plan
29. _____ Written justification for disturbing priority forest and/or clearing below the break-even point
30. _____ Written justification for removing specimen trees
31. _____ Written justification for requesting fee in lieu
32. _____ One copy of approved CPDS plan, i.e. Site Plan or Site Plan Amendment
33. _____ Any other information the City Forester deems necessary

F) Amended FCP

1. _____ Two copies of the approved Final FCP with all proposed changes redlined and clouded showing all plan/site revisions, additions/deletions and/or corrections
2. _____ Any other information the City Forester deems necessary

G) Single Family Dwellings

1. _____ All applicable items from the NRI/FSD except if submitting a combined plan
2. _____ Significant tree table from approved NRI with proposed disposition of all trees (save or remove), number of replacement trees required for each removal, proposed protection and mitigation measures shown on plan
3. _____ Limits of disturbance
4. _____ Existing and proposed contour lines including spot elevations where applicable, i.e. walls, highpoints
5. _____ Existing structures including buildings, sidewalks, utilities, fences, driveways, etc. to be removed and method of removal
6. _____ All proposed construction including house, sidewalks, stormwater management facilities, walls, paths, sheds, driveway
7. _____ Stockpile areas for soil, material, equipment and staging
8. _____ Concrete washout area
9. _____ All existing and proposed utility locations, easements and rights of way
10. _____ Proposed dedication including road and land areas
11. _____ Proposed landscaping showing location of significant replacement trees
12. _____ Plant list with tree types, sizes and form
13. _____ Sequence of construction
14. _____ Location and type of tree protection measures
15. _____ Specifications/details for tree protection measures
16. _____ Specifications/details for tree mitigation measures, i.e. root pruning
17. _____ City of Rockville Tree Planting Details
18. _____ City of Rockville Forest and Tree Preservation Ordinance Notes
19. _____ Written justification for removing specimen trees
20. _____ One copy of the Erosion and Sediment Control Plan
21. _____ Any other information the City Forester deems necessary

Additional Requirements:

Comments:

Date

Name of Firm Preparing Plan

Signature of Plan Preparer

Type or Print Name

Plan Preparer Qualification

Checklist updated April 2011