



NRI/FSD and FOREST CONSERVATION EXEMPTION SUBMISSION REQUIREMENTS

Detailed description of the submission requirements for the NRI/FSD and forest conservation exemption requests may be found in the MNCPPC *Trees Technical Manual*. The applicant or applicant's agent must fill out an application form and checklist. The applicant or agent must sign the application certifying that the application and checklist are complete and ready for processing. The application, checklist and supporting information must be submitted to the Countywide Planning Division – Environmental Planning Section for review and approval.

Incomplete applications are a significant problem because they lack sufficient information to allow for timely, comprehensive plan review. Applicants who do prepare complete plan submittals are being placed at a disadvantage because of staff time wasted in reviewing incomplete plans. The review time for an application for NRI/FSD and Forest Conservation Exemption is 30 days. The 30-day review clock will be stopped for an application that is determined to be incomplete, and up to an additional 30-day review period may be required once necessary information is received.

Any supplemental information submitted to the M-NCPPC Countywide Planning Division – Environmental Planning, as part of an application must be accompanied by a transmittal memo or cover sheet identifying what is being submitted and why.

If the material relates to a plan that has already been submitted, the memo or cover sheet must refer to the M-NCPPC file number. In addition, all revised plan drawings must show the revision date as part of the title information.

REQUIRED GENERAL INFORMATION

1. A Complete Application Form and Checklist
1 copy

The application form must be submitted with all required information provided on the form. The applicant or applicant's agent/plan preparer must sign the application. The applicant must be either the owner or a contract purchaser of the property under application.

A revision to a pending NRI/FSD application will require the submission of a new application form if it involves a change in the acreage of the lot, or required natural features information.

2. The Appropriate Fee and Fee Schedule Worksheet
1 Copy

The fee schedule and worksheet is attached to each application. The applicant is required to calculate the fee on the worksheet and submit it with the application.

3. The Appropriate NRI/FSD Plan Drawing
2 copies

- 3.1 Full NRI/FSD plan drawing

A Full NRI/FSD must be submitted for development applications and sediment control permit requests which do not qualify for any of the forest conservation exemptions, and do not meet the criteria for Simplified NRI/FSD in the *Trees Technical Manual*. The manual should be consulted for information on the full submission requirements and preparation of the plans. In general, the Full NRI/FSD includes the following components:

- Scaled drawing with north arrow
- Title information
- Vicinity location map
- Signature of qualified preparer
- Boundary outline of property with survey tied to the Maryland State Grid System
- Topography

- Field delineated natural features (perennial and intermittent streams and buffers, wetlands and buffers, 100-year floodplain, and 25' BRL)
- Soils
- Rare, threatened or endangered plants, animals and critical habitats
- Descriptive narrative of individual forest stands; boundaries based on aerial extent of canopy and field survey
- Field survey reference points
- Forest stands identified by priority for retention
- Individual trees $\geq 24"$ dbh
- Existing site improvements (structures, pavement, agricultural fields, etc.)
- Cultural features and historic sites
- Table containing acreage of forest, wetlands, stream buffers, forested wetlands, and forested stream buffers.

3.2 Simplified NRI/FSD plan drawing

A Simplified NRI/FSD may be submitted for development applications and sediment control permit requests for which an application is being made for an exemption from forest conservation requirements. A Simplified NRI/FSD may also be submitted for development applications and sediment control permit requests which do not qualify for forest conservation exemptions if required minimum forest retention and environmentally sensitive area protection is provided. The *Trees Technical Manual* should be consulted for information on the full submission requirements and preparation of the plans. In general, the Simplified NRI/FSD includes the following components:

- Scaled drawing with north arrow
- Title information
- Vicinity location map
- Signature of qualified preparer
- Boundary outline of property with survey tied to the Maryland State Grid System
- Topography
- Perennial and intermittent streams and their buffers
- Aerial extent of forest and tree cover (measured by tree canopy) and descriptive narrative
- Individual trees $\geq 24"$ dbh in areas impacted by development
- Existing site improvements (structures, pavement, agricultural fields, etc.)
- Cultural features and historic sites
- Table containing acreage of forest, stream buffers, forested stream buffers, and total forest cleared.

3.3 Existing conditions plan drawing

An Existing Conditions Plan may be submitted with certain forest conservation exemption requests. The *Trees Technical Manual* should be consulted for appropriate instances. In general, the Existing Conditions Plan includes the following components:

- Scaled drawing with north arrow
- Title information
- Vicinity location map
- Boundary outline of property
- Topography
- Existing and proposed improvements
- Existing and proposed lot lines
- Proposed limits of disturbance
- Note containing acreage of forest to be cleared

4. THE JUSTIFICATION SHEET FOR FOREST CONSERVATION EXEMPTIONS, if applicable – 2 copies

Section 4 of the application form requests information used to verify that a development qualifies for one of the forest conservation exemptions detailed in Section 22A-5 of the Forest Conservation Law. In some instances, it may be necessary to include more detailed justification for the exemption request, or information which is not included in the application form. This justification may be provided in the form of a letter, transmittal sheet, or tables and notes on the plan drawing, as appropriate.

5. A TREE SAVE PLAN, if applicable – 2 copies

Per section 22A-6(b) of the forest conservation law, an activity or development which would be exempt from forest conservation requirements, but involves clearing of specimen or champion trees, is required to obtain approval of a tree save plan. Tree save plans are also required to establish limits of disturbance on forested properties for which exemptions are being requested and minimum forest clearing requirements apply.

Tree save plans include the following components:

- Scaled drawing showing: proposed limits of disturbance; the existing forest boundary; and proposed forest clearing boundaries (this information may be incorporated into the NRI/FSD plan drawing)
- Location of individual specimen or champion trees (see *Trees Technical Manual* for size criteria) within 50' on either side of the proposed limits of disturbance
- Species, size and condition of each specimen or champion tree
- Tree protection fencing, including specifications, along the forest clearing boundaries and around individual trees to be saved (at a minimum, fencing should be located at the outside edge of the tree canopy for trees to be saved; actual location of fencing is determined with the MNCPPC Inspector at the pre-construction meeting).
- Specific tree protection measures (i.e., retaining walls, tree wells, aeration systems, root pruning, etc.), as necessary, for individual specimen or champion trees.

***NOTE:** Where specimen or champion trees are required to be preserved, MNCPPC staff may request surveyed location of the trees, and recommendations for tree protection measures from a certified arborist.*

6. A DIGITAL IMAGE OF PLAN – 1 copy

When the NRI/FSD is approved, submit the approved plan as a PDF named Approved NRI/FSD. The NRI/FSD plan drawings are to be grouped and saved in numerical order within one file. If an FCP Exemption is granted, submit a PDF of the approved Tree Save Plan if one is required. All PDFs are to have a graphic scale.