



NRI/FSD and FOREST CONSERVATION BANK SUBMISSION REQUIREMENTS

Detailed description of the submission requirements for the NRI/FSD requests may be found in the [MNCPPC Trees Technical Manual](#). The applicant, applicant's agent, or qualified professional must fill out an application form and checklist. The applicant or agent, and qualified professional 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 Development Applications and Regulatory Coordination Division for review and approval.

1. GENERAL INFORMATION

A Natural Resource Inventory/Forest Stand Delineation (NRI) is a detailed summary of existing man-made and natural conditions of a site. The information included on an NRI must be field verified and include all the information listed below for the subject site, plus the first 100 feet of adjoining land around the perimeter of the property or the width of the adjoining property, whichever is less.

1.1. Complete Application Form and Checklist (1 copy)

The application form must be submitted with all required information provided on the form. The application must be signed by the applicant or applicant's agent and the person that prepared the plan and supporting information. The applicant may be either the owner of the property; the owner's appointed representative; or the contract purchaser of the property. Written verification is required for anyone other than the property owner. One copy of the submitted application form must contain an original signature.

Complete the form as required for new application submission. The application for a Forest Conservation Bank, the **NRI/FSD (Natural Resources Inventory / Forest Stand Delineation) and Forest Conservation Exemption Review**, is available on the [application forms webpage of the Montgomery Planning](#)'s website. Indicate in the comment section that this is a Forest Bank application. Pay appropriate fee.

1.2. The Appropriate Fee and Fee Schedule Worksheet – (1 copy)

The applicant is required to calculate the application filing fees using the Fee Schedule on the worksheet. Submit the appropriate fee payment and worksheet with the application.

1.3. PDF Image of Plan Drawing – (1 copy)

The applicant must submit a CD containing a PDF image of the submitted NRI/FSD. The NRI/FSD plan drawings are to be named "Submitted NRI/FSD Plan".

2. REQUIRED FOR ALL NRI/FSD and BANK APPLICATIONS

The applicant must submit 2 copies of the submitted NRI/FSD and supporting narrative documents. **The copies must be folded "accordion" style to a maximum size of 9" x 14"**. Each sheet must be individually folded. The drawing must be folded so that the title "NRI/FSD Plan" appears in the lower right-hand corner. The information included on an NRI/FSD must include all the information listed below for the subject site, plus the first 100 feet of adjoining land around the perimeter of the property or the width of the adjoining property, whichever is less

The following information must be included on the NRI/FSD plan drawing:

Only bold items apply to the banks.

2.1. **Scaled Drawing with North Arrow**

A scaled drawing at a scale of 1" = 100' or larger (minimum size 18" x 24", maximum size of 36" x 48") is required. If more than one sheet is necessary to show the entire property, a composite plan at a smaller scale (not less than 1" = 400') must be submitted. The sheets must be folded so that the section numbers and composite drawing are clearly visible without unfolding the drawing. All drawings must be oriented with north to the top of the page to the extent possible

2.2. **Title Information**

The title information includes the name of the plan, scale, north arrow, revision block to identify plan revision dates, the identity of the engineer/plan preparer (including address and telephone number) and the applicant's name. The WSSC and tax map grid numbers should be included in the title block.

2.3. **Vicinity Location Map**

The vicinity location map must be at a scale no smaller than 1" = 2,000' and must have a north arrow. The vicinity map should identify, for reference, the nearest major road(s) and intersections, proposed master plan roads, nearby local streets and major features such as schools, libraries, shopping centers, etc. that are located near the property

2.4. **Signature of Plan Preparer**

The plan drawing must contain the signature and professional seal of the Maryland Department of Natural Resources Qualified Professional, Maryland Licensed Landscape Architect, or a Maryland Licensed Forester that prepared the plan and is attesting to the source and accuracy of the information contained within the drawing. **One copy of the plan drawing submitted must include an original and dated non-black signature.**

2.5. **Plan Notes**

Each drawing must have plan notes that include: total tract area; current zoning; watershed that the site is located in; use class of the stream; Special Protection or Primary Management areas; floodplain source; wetland source; whether or not rare, threatened, or endangered species were observed on the property; whether or not the property is on the Locational Atlas and Index of Historic Sites; method used to measure the diameter of trees; absence or presence of State/County Champion trees; and date(s) field work was conducted.

2.6. **Boundary Outline of Property**

The boundary outline of the property must be clearly delineated on the drawing.

2.7. **Existing roads, driveways, and buildings**

Show all existing roadways, driveways, sidewalks, buildings, and man-made features on the plan drawing.

2.8. **Existing Topography**

The NRI/FSD drawing must show the existing topography with contour intervals no greater than 5 feet.

2.9. **Watershed**

The plan notes section must identify the watershed(s) for which the project is located.

2.10. **Watershed Use Class**

The plan notes section must identify the Maryland watershed use class.

2.11. **Name and Boundaries of SPA or PMA**

The plan notes section must identify if the subject site is in a Special Protection Area (SPA) or the Patuxent River Watershed Primary Management Area (PMA). If the property is in a SPA or PMA that specific area must be identified in the plan notes section. The boundaries of the SPA or PMA must be delineated on the plan.

2.12. **Perennial and Intermittent Streams**

The NRI/FSD drawing must show all perennial and intermittent streams on the property and within 100 feet of the subject property.

2.13. **Stream/Environmental Buffers**

The NRI/FSD drawing must show all stream/environmental buffers in accordance with the latest version of the *Montgomery County Guidelines for Environmental Management of Development in Montgomery County*.

2.14. **Floodplains**

The NRI/FSD drawing must show all floodplains as determined by the U.S. Federal Emergency Management Agency, by the Montgomery County Department of Permitting Services, or shown plated in the Land Records.

2.15. Floodplain Building Restriction Lines – This item does not apply to Forest Conservation Banks

The NRI/FSD drawing must show all floodplain building restriction lines.

2.16. **Floodplain Source**

The source of the floodplain information for a stream must be shown in the plan notes and must include the year the information was approved by FEMA, Montgomery County DPS, or on a record plat.

2.17. **Soils and Soil Contours**

The NRI/FSD drawing must include all soils and soil contours as shown in the *Soils Survey of Montgomery County, Maryland* (July 1995 or the latest version) published by the Natural Resources Conservation Service.

2.18. Soils Table – This item does not apply to Forest Conservation Banks

The NRI/FSD drawing must include a soils table that identifies characteristics of each soil found on the property. These include, but are not limited to: highly erodible; prime agriculture; hydric; serpentinite, etc)

2.19. **Slopes that are 25 percent and greater**

The NRI/FSD drawing must show all slopes that are 25 percent and greater on the drawing.

2.20. **Slopes between 15 and 25 percent on erodible soils**

The NRI/FSD drawing must show all slopes between 15 and 25 percent that are on erodible soils.

2.21. Slopes 15 percent and greater in the Upper Paint Branch SPA – This item does not apply to Forest Conservation Banks

Only in the Upper Paint Branch Special Protection Area must all slopes 15 percent and greater be identified on the NRI/FSD drawing.

2.22. **Wetlands**

The NRI/FSD drawing must show all wetlands on the property or within 100 feet of the subject property.

2.23. **Wetland Buffers**

The NRI/FSD drawing must show all wetland buffers in accordance with the latest version of the *Montgomery County Guidelines for Environmental Management of Development in Montgomery County*.

2.24. **Wetland Source**

The source of the wetland information must be shown in the plan notes.

2.25. Observed Rare, Threatened, and Endangered Species – This item does not apply to Forest Conservation Banks

The plan notes section must include a statement as to whether or not rare, threatened and endangered (RTE) species were identified on site during the field work. If RTEs are identified on site, the plan preparer must include a statement in the notes section indicating what species were identified on site, or within the first 100 feet of the subject property and the prime habitat for that species.

2.26. Maryland DNR RTE letter – This item does not apply to Forest Conservation Banks

The submission must include documentation from the Maryland Department of Natural Resources as to whether or not critical habitat for RTEs were observed or documented by on the property.

2.27. **Aerial extent of forest and tree cover**

The NRI/FSD drawing must indicate the aerial extent of forest and tree cover on the property and within 100 feet of the property. The drawing must distinguish between forest and tree cover.

2.28. **Cultural Features and Historic Sites**

The plan notes section must include a statement as to whether or not the property is on the Locational Atlas and Index of Historic sites. If the property is located on the Locational Atlas the resource must be identified on the drawing.

2.29. Trees 24 inches and greater – This item does not apply to Forest Conservation Banks

The NRI/FSD drawing must identify, by size and species, and locate all trees that have a diameter 24 inches and greater 4.5 feet above ground (DBH).

2.30. Specimen Trees – This item does not apply to Forest Conservation Banks

The NRI/FSD drawing must identify all specimen trees by size and species as identified in the *Trees Technical Manual*.

2.31. Champion Trees – This item does not apply to Forest Conservation Banks

The NRI/FSD drawing must identify all Montgomery County Champion trees. The NRI/FSD drawing must identify all State Champion trees and all trees that have a diameter at 4.5 feet above ground that are 75 percent or more of the current state champion for that species.

If there are no County champion trees or trees that are 75 percent of the current State champion on the property there shall be a note in the plan notes section indicating no County or State champion trees are present and no trees 75 percent of the state champion are present.

2.32. Tree Diameter Measurement Tool – This item does not apply to Forest Conservation Banks

The plan notes section must include a statement identifying which tool was used to measure the diameter of individual trees. Acceptable measuring tools include tree calipers, a forestry diameter tap, or Biltmore stick.

2.33. Tree Table – This item does not apply to Forest Conservation Banks

The NRI/FSD drawing must include a table identifying each tree 24 inches and greater DBH, County champion trees, specimen trees, State Champion trees, and trees 75% of the state champion by species and the health. If the tree is not in good health there should be a note indicating why the plan preparer believes the tree is not in good health.

2.34. **Legend/key**

The NRI/FSD drawing must include a legend that clearly identifies all abbreviations, shapes, colors, shading, lines etc. shown on the drawing.

2.35. **Resource Data Table**

The NRI/FSD drawing must include a table that identifies: acreage of existing forest; acreage of existing wetlands; acreage of forest in existing wetlands; acreage of existing floodplains; acreage of forest in existing floodplains; acreage of existing stream buffers; and acreage of forest in existing stream buffers.

2.36. **Date(s) Field Work Conducted**

The plan notes section must identify the date(s) the field work was conducted for the preparation of the NRI/FSD or exemption from submitting a forest conservation plan.

2.37. **Person(s) Conducting Field Work**

The plan notes section must identify the persons that conducted the field work for each NRI/FSD.

3. REQUIRED INFORMATION FOR FULL NRI/FSDS – 2 copies

Not all submissions require a full NRI/FSD. However, Banks do not meet the criteria for submitting a Simplified NRI/FSD must include the following sections on their NRI/FSD drawing.

3.1. **Delineation of Multiple Forest Stands**

The NRI/FSD drawing must clearly delineate where forest stands stop and start. Each stand must be individually numbered and labeled.

3.2. **Priority Ranking for Each Forest Stand**

The NRI/FSD drawing must identify the priority of each forest stand for forest retention. The drawing narrative must indicate how this determination was made. There shall be only one priority ranking per stand.

3.3. **Determination of Each Forest Stand**

The NRI/FSD drawing must include a description on how the forests were placed into separate stands.

3.4. **Forest Stand Description**

The NRI/FSD drawing must include narrative or table for each forest stand describing: acreage; dominant or co-dominant species; size class of species; percent canopy closure; number of canopy layers; percent floor covered by herbaceous plants, downed woody material, alien or invasive species; information on condition classes, structure, function, retention potential, transplant and regenerative potential; and comments on evidence of past management.

3.5. **Field Sampling/Reference Points**

The NRI/FSD drawing must indicate the field reference points used to determine a forest stand description. Review staff should be able to easily find the field reference points in the field and duplicate the information submitted in the forest stand description.

4. EXEMPTIONS REQUESTS – This section does not apply to Forest Conservation Banks