



TOWN OF EMMITSBURG
300A South Seton Avenue, Emmitsburg, MD 21727
www.emmitsburgmd.gov · (301) 600-6300

PRELIMINARY FOREST CONSERVATION PLAN APPLICATION

Please print clearly or type the following application in its entirety. Incomplete applications will not be accepted. Submit the application, along with fees, and 15 copies of all plans/materials at least (30) days prior to a regularly scheduled meeting of the Planning Commission. Electronic copies must be submitted to zgulden@emmitsburgmd.gov.

APPLICANT INFORMATION:	
Contact Name:	
Firm/Company:	
Address:	
Phone:	Email:

PROPERTY OWNER INFORMATION:	
Name:	
Firm/Company:	
Address:	
Phone:	Email:

I am the owner or authorized agent for the owner(s) of the property for which this Preliminary Forest Conservation Plan has been submitted for review and approval to the appropriate approving authority of the Town of Emmitsburg. I hereby grant permission to the Town of Emmitsburg staff and/or their authorized representative(s) to come upon my property during normal business hours for the purpose of verifying that the material on the Preliminary Forest Conservation Plan is accurate and complete.

Signature: _____

Date: _____

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box:

FCP PREPARED BY:	
Name:	
Firm/Company:	
Address:	
Phone:	Email:

I certify I am a licensed forester, licensed landscaped architect, or a qualified professional who meets the requirements stated in COMAR 08.19.06.01.A.; therefore, I am qualified to prepare the attached Preliminary Forest Conservation Plan. I further certify that this plan was prepared by me or under my supervision, and that I have used the methods provided in Town Code Chapter 16.48 and the Maryland State Forest Conservation Technical Manual, as amended, to prepare the attached Preliminary Forest Conservation Plan.

Signature: _____

Date: _____

MD Regulation #: _____

Approved as a Qualified Professional by DNR on: _____

PROJECT INFORMATION:	
Project Name:	
Project Location:	
Site Size (acres):	Project Size (acres or sq. ft.):
Tax Map:	Block: Parcel:
MD Grid Coordinates:	N E
Land Use Category:	Afforestation Threshold:
Area of Disturbance:	Conservation Threshold:
Area of Forest Retained:	
Conservation Requirement:	Reforestation: Afforestation:
Forest Conservation:	On Site: <input type="checkbox"/> Off Site: <input type="checkbox"/> Fee in Lieu: <input type="checkbox"/> \$_____
Wetland Mitigation Required:	

FEES:	
Type of Review	Base Fee
Forest Stand Delineation Plan	\$350.00
Preliminary Forest Conservation Plan	\$350.00
Final Forest Conservation Plan	\$350.00
Combined Preliminary / Final Forest Conservation Plan	\$700.00
Request for Forest Conservation Exemption	\$35.00

PRELIMINARY FOREST CONSERVATION PLAN CHECKLIST

Item Description	Provided (✓)	Applicant Comments (continue on separate page if needed)
Submit 15 copies of the plans/materials, fees, and an electronic copy of all documents (PDF).	<input type="checkbox"/>	
Be submitted with the preliminary plat of subdivision or proposed project plan.	<input type="checkbox"/>	
Include the approved forest stand delineation for the site.	<input type="checkbox"/>	
Drawing clear & legible.	<input type="checkbox"/>	
North point, scale, & date.	<input type="checkbox"/>	
Owner name, address, & phone number.	<input type="checkbox"/>	
Preparer name, address, & phone number.	<input type="checkbox"/>	
Certification of boundary.	<input type="checkbox"/>	
Adjacent use, cultural, & historical features.	<input type="checkbox"/>	
Include a table that lists the proposed values of the following, in square feet:	<input type="checkbox"/>	
a. Net tract area;	<input type="checkbox"/>	
b. Area of forest conservation required; and	<input type="checkbox"/>	
c. Area of forest conservation that the applicant proposed to provide including both onsite and offsite areas.	<input type="checkbox"/>	
Include a clear graphic indication of the forest conservation provided on the site drawn to scale, showing areas where retention of existing forest or afforestation or reforestation is provided.	<input type="checkbox"/>	
Include an explanation of how the provision of Town Code §16.48.070 have been met.	<input type="checkbox"/>	
In the case of afforestation or reforestation, include a proposed afforestation or reforestation plan.	<input type="checkbox"/>	
Include a proposed construction timetable showing the sequence of forest conservation procedures.	<input type="checkbox"/>	
Show the proposed limits of disturbance.	<input type="checkbox"/>	
Show proposed stockpile areas.	<input type="checkbox"/>	
Incorporate a proposed two-year maintenance agreement that shows how areas designated for afforestation or reforestation will be maintained to ensure protection and satisfactory establishment.	<input type="checkbox"/>	
Other information the Planning Department determines is necessary to implement Town Code Chapter 16.48.	<input type="checkbox"/>	