

“PLAT OF FOREST CONSERVATION EASEMENT”

Submission of application for plat of forest conservation easement will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plat for process. Submission applications found to be incomplete will be rejected prior to entering the County’s subdivision plan process. This application and the plat of forest conservation easement plans are to be submitted along with applicable subdivisions or SDP plan submission.

With the adoption of Resolution 48-1999 and Council Bill 13-1999, it is necessary to plat ALL Forest Conservation Easements, both onsite and offsite.

The following checklist will serve as a guide in preparing the “FCE” Plat application for submittal. The following list enumerates and describes the various types of plats which may be used to show the Forest Conservation Easements. The subsequent checklist items apply to the Plat of Forest Conservation Easement (Letter D), unless indicated otherwise.

LEGEND: Information Provided Not Applicable Information Not Provided,
Justification Attached

- A. Subdivision Plat** showing onsite Forest Conservation Easements (*planting & retention*) for the subject subdivision. This type of plat will be processed in accordance with the standard fees, deadlines and requirements established for Subdivision Plats by the Subdivision Regulations and the adopted Fee Schedule. All of the associated planting details for these plats are part of the Road Construction Plan set or a Supplemental Plan.
- B. A Subdivision Plat** showing on site Forest Conservation Easements (*planting & retention*) for that subdivision and offsite Forest Conservation Easements for another project (*planting & retention*). The offsite easements may be those previously established when the subject site was a deeded parcel (*see D below*) or ones for a subdivision or SDP project which is concurrently moving through the subdivision or SDP approval process. This type of plat will be processed in accordance with the standard fees, deadlines and requirements established for Subdivision plats by the Subdivision Regulations and adopted Fee Schedule. All of the associated planting details for these plats are part of the Road Construction Plan, a Supplemental Plan or SDP Plan Set. The processing and recordation of this plat must be coordinated to coincide with the processing of the subdivision or SDP for which it is providing a Forest Conservation Easement.
- C. An Amended Subdivision Plat** for a previously recorded subdivision now being modified to add new Forest Conservation Easements associated with the offsite obligations of another subdivision or Site Development Plan project or to amend/delete some of the Forest Conservation Easements shown on the subject plat. In general, this type of plat can be reviewed and approved using the “Originals Only” process developed for correction plats. These plats will be assigned separate “F” numbers, will be signed by the Health Department and this Department and will be reviewed by the standard SRC agencies. Concurrent with the processing of these Plats, it may be necessary to red-line changes/additions onto the corresponding Road Construction Plans or SDP Plans.
- D. A Plat of Forest Conservation Easement** for a deeded property on which a Forest Conservation Easement (*planting & retention*) is being placed. This includes banking sites which will accommodate the Forest Conservation obligations associated with one or more offsite Forest Conservation obligations associated with one specific Subdivision or Site Development Plan project. These plats will be processed similar to the “Plats of Easement” currently recorded for the exchange of development rights for the DEO or CEO. They will be reviewed only by DPZ staff and signed only by the Planning Director.

GENERAL INFORMATION

1.
 - a. The Size of the Plat shall be 18” by 24”, including a 1/2 “ margin on all sides (*see plat format*). Multiple sheets should be accompanied by an index sheet showing entire property.
 - b. All plat originals submitted must meet DPZ original requirement:
 - *Be made of durable, reproducible mylar material. No sepia paper, tracing paper, etc. will be accepted*
 - *Not be pieced, spliced, have “stick-ons” or “press type” lettering*
 - *Have original seal and signature of Maryland registered professional engineer/land surveyor, authorized by appropriate section of Annotated Code of Maryland to prepare plats of easement or final plats, on all sheets*
 - *Have original signature of owner/developer/engineer on required certificates that are to be on appropriate sheets of plan*
 - *All required signatures and seals on the original drawings shall be in permanent black waterproof ink*
 - *The property owner’s and project engineer’s or surveyor’s full names, mailing addresses and telephone numbers shall be placed on all sheets of the plan*
2. The title block shall appear in the lower right-hand corner of the Plat and shall include the following information:
 - *Name of subdivision, project and/or property*
 - *Scale and date of application. Scale shall be 1”=100’, 1”=50’, or 1”=30’, or as approved by the Department of Planning and Zoning prior to submittal*
 - *Location by Election District, County, State, Tax Map, Grid and Parcel number references*
 - *Show current zoning and all previous Department of Planning and Zoning subdivision file numbers*
 - *Plat sheet number. All sheets to be numbered (i.e. sheets 1 of 4, etc.)*
3. Vicinity Map, indicating the exact location of the property with respect to surrounding properties and vicinal streets drawn to an accurate scale and the location of nearby survey monuments of the Howard County Geodetic Control
4. North arrow drawn through one of the property corners with north oriented toward the top of the plat sheet
5. Adjacent property line boundaries shall be shown within 100 feet of the subject property boundary. Adjacent properties shall be labeled with the lot/parcel number, plat/deed reference, zoning category, subdivision name (*as applicable*), and any preservation easement reference if the property is part of a County or State preservation program
6. All plats showing Forest Conservation Easements must be prepared, signed and sealed by a qualified surveyor or engineer.
7. For deeded parcels (*Plats of Forest Conservation Easement*), acceptable surveying standards (*as endorsed by the Maryland Society of Surveyors*) do not require that the entirety of the property to be surveyed. It is acceptable to survey and plat just a portion of the site if the Forest Conservation Easement does not encumber the entire parcel. The surveyor must employ their own judgement in determining the extent of surveying needed to ascertain the boundary for the Forest Conservation Easement.
8. For any site used as a mitigation bank, the transfer of forest credits is tracked in tabular form on the Plat, Road Drawings and/or SDP. For each subsequent transfer the applicable SDP or road construction drawing or FDP must be revised by the “Red-Line” revision process administered by the Development Engineering Division. It is not necessary to redo the Forest Conservation Installation and Maintenance Agreement or the Deed of Forest Conservation Easement. Also the plat does not need to be re-recorded to track forest credits.

9. For all Plats, a Deed of Forest Conservation Easement will be prepared by Real Estate Services and recorded subsequent to the recordation of the Plat. For a Plat which deletes a previously recorded Forest Conservation Easement in its entirety, a new Deed will not be required. However, the existing Deed of Forest Conservation Easement must be terminated by completing a standard Real Estate Services form. The exception being if a confirmatory Deed of Forest Conservation Easement is needed to supersede the Deed recorded earlier for the same easement.

In addition, a Forest Conservation Easement Installation and Maintenance Agreement must be executed (*and surety posted*) prior to the signature approval of a Site Development Plan or prior to the recordation of a Plat. This Developer’s Agreement details the obligations of the property owner/developer and summarizes the process by which the County will release the surety. It is prepared by Real Estate Services after the plat or Site Development Plan has been determined by the SRC to be technically complete.

10. Please provide a Graphic Scale on all sheets

STANDARD CHARTS, SIGNATURE BLOCKS AND CERTIFICATIONS

11. Surveyor’s Certificate – certification, with date, signature and seal by Registered Land Surveyor or Registered Property Line Surveyor.

*“I hereby certify that the final easement plat shown hereon is correct; that it defines a Forest Conservation Easement on all or a portion of a parcel of ground conveyed by _____
To _____ by deed dated _____ and recorded in the Land Records of Howard County,
Maryland in Liber _____ Folio No. _____. All monuments are in place.”*

12. Owner’s Certificate – certification by owner or owners of property [modified from Section 16.147(c)(21) or (22) of the Howard County Code]. Signature lines for all indicated owners shall be provided under the certification, with name printed under the signature, and signature of a witness of each owner signature, with name printed under the signature.

*“_____, owner of the property shown and described hereon, hereby adopts this plan in
Consideration of the approval of this Plat of Forest Conservation Easement by the Department of Planning
and Zoning, to establish a Forest Conservation Easement.”*

13. Provide the following standard Howard County approved signature block in the lower left corner of all plat sheets for signature of County agencies. (Plat of FCE for deeded properties only) the standard County signature blocks must be used per the final plat checklist for a subdivision plat or revision plat.

APPROVED	
HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING	
Director	Date

REQUIRED GENERAL NOTES: ADD THE FOLLOWING APPLICABLE NOTES TO THE PLAT:

14. a. The subject property is zoned _____ per the _____ (indicate adopted date) Comprehensive Zoning Plan
- b. There are no existing structures on site OR There is an existing dwelling/structure(s) located on Lot/Parcel _____ to remain
- c. Add a note indicating what coordinate system the plat is based on
- d. Applicable DPZ file number(s): _____

- e. *This project complies with the requirements of Section 16.1200 of the Howard County Code for Forest Conservation with an obligation _____ provided by _____ acres of on/off site retention or _____ acres of on/off site reforestation/afforestation with surety in the amount of \$_____. (Modify the note as necessary to fully explain the FC obligation)*
- f. *Add a note stating: "This plat is based on a survey conducted by _____ (name) on _____ (date)"*
- g. All Plats of Forest Conservation Easement and all Subdivision Plats or Amended Subdivision Plats which include Forest Conservation Easements must include the following note:
"The Forest Conservation Easement(s) has been established to fulfill the requirements of this subdivision with respect to Section 16.1200 of the Howard County Forest Conservation Act. No clearing, grading or construction is permitted within the Forest Conservation Easement, however, Forest Management practices as defined in the Deed of Forest Conservation Easement are allowed.
**If the Forest Conservation Easement has been created to fulfill the obligations associated with another project or projects, that project or those projects should be referenced within the plat notes*
- h. Add a purpose note for amended plats of easements or revision plats

PLAT REQUIREMENTS

- 15.** All Forest Conservation Easements must be defined by metes and bounds on the Plat
A heavy line indicating the boundary of the Plat with lengths of courses to hundredths of a foot and bearings relating to the Maryland State Plan Coordinate System to a minimum accuracy of fifteen (15) seconds, if Howard County geodetic survey control points and information are within one mile of proposed subdivision. A note shall be placed on the Plat indicating the source of the Maryland State Plane Coordinate System. Provide a FCE Line Table, if necessary
- 16.** Howard County geodetic control survey stations located on the site shall be accurately located. Any geodetic control stations that need relocation shall be identified
- 17.** Coordinate information for all property lines, streets, public rights-of-way lines, outside boundary of Plat and all other locations as required by the Department of Planning and Zoning. Indicate in tabular form. The lengths of all arcs, radii, points of curvature, and chord and tangent bearings and distances in table form
- 18.** Show and label the easement area on the Forest Conservation Easement Plat. Indicate the acreage of the easement in the easement label. The applicant is advised that the forest conservation easement should not encumber any portion of the site which would lie within the design right-of-way of any public road or encumbered with any other recorded easement. Also, highlight the FCE area with honeycomb symbol
- 19.** List the FCE areas within a FCE Area chart, if more than one easement is provided. The FCE Area chart shall identify each FCE area with a separate number or letter and state whether, "Retention", "Reforestation" or "Afforestation" and the area for each easement.

Check the Help and Resources instructions accessible from the ProjectDox login screen for the appropriate locations to upload all documentation including this checklist. Once you have completed your uploads, remember to complete your ProjectDox task.