HowardCounty
maryland
HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING
3430 Court House Drive, Ellicott City, Maryland 21043 410-313-2350

SITE DEVELOPMENT PLAN CHECKLIST

Site Development Plans (SDPs) are to be submitted to and approved by the Department of Planning & Zoning for improvement/development of any property as required by the Howard County Subdivision and Land Development Regulations, the Howard County Zoning Regulations and/or Final Development Plan Criteria, as amended, prior to DPZ endorsing permit(s) for the improvement/development. The Site Development Plan should indicate the location and construction of specifications for buildings, structures, paved areas, grading, drainage, on-site utilities, sidewalks, required forest conservation areas, landscaping and other improvements within a site proposed for development.

LEGEND: ☑ Information Provided ☐ N/A Not Applicable ☒ Information Not Provided Justification Attached

SUBMISSION REQUIREMENTS – *Upload to the PDox Exhibits Folder*

- ☐ **Owner's Authorization**
- ☐ **Professional Review Statement**
- ☐ **APFO Letter** *(if applicable)*

MEETING & POSTING REQUIREMENTS

☐ **Community Meeting Requirement** (*see Subdivision & Land Development Regulations* **Section 16.156(a)**)

Presubmission Meeting Submission Requirements to be uploaded to PDox Exhibits Folder

- Certification that the meeting notices were mailed to all adjoining property owners and any community association that represents the geographic area, and the principle and Parent Teacher Association (PTA) president for each school with an attendance area that includes the subject property. Projects in Downtown Columbia must also notify each Village Board, the Columbia Association and each property owner located within the same Downtown Columbia Plan Neighborhood
- Verification that the meeting notices were emailed to any citizen/community association **registered online** with Howard County
- List meeting attendees
- Copy of the meeting minutes and written responses to the meeting attendees' questions ***uploaded as a separate document***
- Verification that the meeting minutes and responses were sent within 30 days to all meeting attendees either by mail or email

☐ **Community Meeting Requirement for Downtown** (*follow the same guidelines listed above)*

- Notice in accordance with Section 16.128(d) thru (g) must also be given to the following:
  Each Village Board
  The Columbia Association
  Each property owner located within the same Downtown Columbia Neighborhood

☐ **Historic District Commission (HDC) Submission Requirements** to be uploaded to the PDox Exhibits Folder

- A copy of the minutes from the HDC meeting
- Verify this requirement by checking the **Historic Sites Inventory List** or **Maps**

☐ **Property Posting for Residential Development** per *Subdivision and Land Development Regulations* **Section 16.156(e)**

☐ **DPZ Pre-submission of Plans Meeting**

☐ **Design Advisory Panel (DAP) Requirements** to be uploaded to the PDox Exhibits Folder (*Howard County Code* ***Section 16.1500***

- The DAP project design recommendations

SITE SPECIFIC SUBMISSION REQUIREMENTS

Route 40 Design Manual requirements

- Compliance is required for new development and redevelopment projects located in the Traditional Neighborhood Center (TNC) Zoning Districts and within parcels located within the Route 40 Corridor
- All plan submissions within the Route 40 Corridor shall show all applicable streetscape, site and building designs responding to the Route 40 Design Manual's requirements and recommendations
- Building design and schematic architectural elevation details
- Written summary of how the proposed design achieves the objectives of the Route 40 Design Manual

Route 1 Manual requirements

- Compliance is required for new development and some alterations or enlargements located in the CE, TOD and CAC Zoning Districts and for other zoning districts within the Route 1 Corridor
- All plan submissions shall show all applicable streetscape, site and building designs responding to the Route 1 Manual's requirements and recommendations
- Provide building design and schematic architectural elevation details
- Provide a written summary of how the proposed design achieves the objectives of the Route 1 Manual

Downtown Columbia Revitalization Plan requirements

- Applicable approved FDP
- A demonstration of how the Site Development Plan or Site Development Plan amendment will be implemented and confirm to the approved Final Development Plan or Final Development Plan Amendment, including provision of any required documentation relating to how the applicable Final Development Plan approval criteria and any imposed conditions are met by the submitted Site Development Plan or Site Development Plan amendment
- Each Site Development Plan for Downtown revitalization shall include a statement identifying:
  - The cumulative amount of development approved and built, and;
  - The status of any community enhancements, programs and public amenities, Downtown parkland, Downtown Community Commons and infrastructure as addressed in the Downtown Columbia Plan

Green Neighborhood

- Green Neighborhood plan sheet must include: site compliance checklist; vicinity maps & diagrams; notes; tables and **Signature blocks**
- For eligibility and checklist requirements, contact Planning & Zoning's Resource Conservation Division
- Label all applicable Green Neighborhood checklist items
- For residential projects requesting Green Neighborhood Allocations, plan must demonstrate how project will comply
- Green neighborhood site compliance checklist signed by the LEED accredited third party certifier (*to be uploaded to Pdox exhibits folder)*

Green Buildings requirement

- Registration with the Green Building Council and evidence that the applicable LEED registration fee has been paid
- The checklist must be prepared, signed and dated by the LEED accredited professional

Scenic Road requirements

- Location of views and view sheds as seen along the entire frontage of the scenic road indicated on the plan
- Photographs, perspective sketches or elevations of the property as necessary to adequately portray the visual character of the scenic road rights-of-way and the site as viewed from the scenic road
- Perspective sketches, elevations or cross-sections of proposed developments as viewed from the scenic road showing the relationship of development to the scenic character of the landscape as viewed from the road
- Location of overhead utility line maintenance easements that would conflict with proposed landscaping or forest buffers, if any
- Verify the requirement by checking the **Scenic Roads List** or **Maps**

Cemetery requirements

- Cemetery boundary documentation and accommodation plan shall be submitted, if applicable. Pursuant to Subtitle 13 of the Subdivision and Land Development Regulations
- Delineation of the location and approximate age of any burial grounds or cemetery sites
- Verify cemetery sites by checking the **Cemetery Inventory List** and **Map**

Photographs of existing structures to be uploaded to the PDox Exhibits Folder

Property Deeds to uploaded to the PDox Exhibits Folder

- Information to confirm legal creation or status of the property to be subdivided
- Complete chronological deed history is required for all deeded residential properties tracing its history back to 1960

Age Restricted Adult Housing Projects should include the following:

- Are permitted in the PSC, CCT, R-SI and POR zoning districts and as a conditional use within the R-ED, R-20, R-12, R-SC, R-SA-8, R-H-ED, R-A-15 and R-APT zoning districts
- Must incorporate Universal Design Standards to facilitate ease of use by an elderly population
- The age restrictions are to be enforced monitored by the HOA or Condominium Association. The required HOA/Condominium documents and covenants are to be reviewed by the Office of Law for legal sufficiency and recorded in the Land Records of Howard County by the developer.

Owners Name, Deed Reference, Subdivision Identification

- Include applicable parcel number & zoning designation for all surrounding properties
- For non-residential projects indicate if adjoining uses are residential or non-residential
- Provide the owner's name and deed references for all adjoining, unsubdivided property; if recorded subdivision, provide subdivision name, lot number & recording reference

Moderate Income Housing Units (MIHU) projects include the following: (Advisory Information)

- Required for projects in all residential zoning districts and in the PSC, R-SI, POR, CCT, CEF, and CAC Zoning Districts, for SFA or apartment units in the R-MH Zoning District, for MXD overlay projects, and for conditional uses for Age Restricted Adult Housing MIHU Agreement & MIHU Covenants will be required in accordance with Section 13.402 of the County Code. They are to be completed in a format dictated by the Department of Housing and Community Development (DHCD) and will be reviewed by DHCD and the Office of Law

The following Moderate Income Housing Unit (MIHU) Allocation Exemptions Tracking Chart shall be provided on the first plan sheet:

MODERATE INCOME HOUSING UNIT (MIHU) APPLICATION EXEMPTIONS TRACKING	
Total Number of Lots/Units Proposed	
Number of MIHU Required	
Number of MIHU Provided Onsite (exempt from APFO allocations)	
Number of APFO Allocations Required (remaining lots/units)	
MIHU Fee-in-Lieu (indicate lot/unit numbers)	

BGE Approval *(see Sketch for format)*

- Label existing BOA overhead electric utility lines, underground gas lines, located within subject property BGE has requested that we follow a strict clear "wire zone" located at the top of each utility pole for all new developments, street trees, perimeter landscaping trees or forest conservation plans proposed on new development plans shall be short varieties
- BGE has implemented a "Planting Zone" guide for guidance in selecting trees located beneath or nearby their electric utility lines
  - "Green Zone" is required for a 40' wide area located directly beneath the utility line where no trees or mature trees less than 25' in height are allowed
  - "Yellow Zone" is required for a 25' wide area on each side of the "Green Zone" where mature trees of 25' to 40' are allowed:

Please contact BGE to coordinate the development plans and to obtain written authorization. For any proposed street trees, scenic road or perimeter landscaping and forest conservation. Easements located in the vicinity of their power lines and underground gas lines, if applicable BGE authorization must be provided with the final and site development plan submission for this Project.

Contact: Danny Davis, Howard County Forester
1068 Front Street, Front Street Complex Rm 301, Baltimore, MD 21202
(410) 685-0123 or (410) 470-6685

MAA Meeting Requirement

- Developments located within the BWI Airport Noise Zone or the Airport Zoning District must receive approval by the Maryland Aviation Administration prior to signature approval of the final road/supplemental plan drawings or SDP.
- A copy of the MAA approval letter must accompany the submission of the final road/supplemental plan originals
- Contact MAA at maaairportzoningpermit@bwiairport.com | (410) 859-7100 | *P.O. Box 8766, BWI Airport, Maryland, 21240-0766*

PLAN LAYOUT REQUIREMENTS

Plan Size

- Plan size 24" x 36" with ½" border on all sides
- When more than one sheet is required provide an index sheet showing the entire subdivision shown to scale
- Scale of plan: 1" = 100 or 1" = 50', or as approved by the Department of Planning and Zoning prior to submittal

Vicinity Map

- Provide a Vicinity Map indicating and identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow & location of nearby survey monuments of Howard County Geodetic Control

Adjoining Properties

- Include applicable parcel number & zoning designation for all surrounding properties
- Provide the owner's name and deed references for all adjoining, unsubdivided property; if recorded subdivision, provide subdivision name, lot number & recording reference
- Provide information regarding adjoining undeveloped parcels that are landlocked or have insufficient frontage that will need access through proposed subdivision
- For non-residential projects indicate if adjoining uses are residential or non-residential

Title Block (*lower right-hand corner of the plan*)

- Proposed subdivision name which shall not be a duplicate of any other subdivision or development name in the Baltimore Metropolitan Area – (*NOTE – name of sketch or reference sketch name*)
- Section, Area and Phase Number
- Scale of plan
- Location by election district, County and State
- Tax map, grid and parcel number
- Reference, by Department of Planning and Zoning file number, any prior submittals including Sketch Plan, Preliminary Plan, Final Plan, Alternative Compliance, and Board of Appeals or Zoning Board cases, etc.
- Date

Legend

- Provide a legend of all symbols shown on the plan

Multiple Sections

- Subdivisions with multiple sections, provide index map showing location and relationship of each section to the project entirety

North Arrow

Drawn through one property corner of subdivision with

Standard Charts

- Address chart
- Certifications
- Green Building Blocks
- Permit Information Chart
- Signature Blocks (DPZ, HSCD, PB, etc)
- Site Analysis Data Chart

Graphic Scale on all sheets

EXISTING CONDITIONS INFORMATION – Upload to the PDox Exhibits Folder

Site Information

- Indicate existing topography at 2' contour intervals on-site and with 50' of the site
- Indicate, identify and dimension the location, length and width of all existing buildings and structures on-site, indicate if structures are to remain or be removed and approximate age of structure
- Indicate all vicinal structures within 50' of site
- Indicate and identify existing and proposed County parks, schools, or other public facilities
- Indicate, identify and dimension all appropriate setback and building restriction lines
- Delineate boundaries of burial grounds, cemetery sites or historic structures. A cemetery boundary documentation and accommodation plan and photographs for all existing structures shall be uploaded to PDox Exhibits Folder if applicable, in accordance with Section 16.1300 of the County Code.

Environmental Information

- Indicate slopes 15-24.9% and 25% or greater with different shading or cross-hatching; label area of contiguous slopes 25% or greater both on and off-site
- Delineate 100 year floodplain, non-tidal wetlands, 25' wetland buffer, streams and the 50', 75' or 100' stream bank buffer;
- Provide written justification for "necessary or essential disturbance" in accordance with Section 16.116(c) of the Subdivision and Land Development Regulations
- Soils map with a tabular chart of soil types and highlighting of hydric soils with hydric inclusions and soils with slopes of less than 15% having significant erosion potential
- Existing vegetation (unless provided with sketch or SP)

Rights-of-Way, Easements, Reservations

- Show, label, shade-in and dimension all existing easements of record with recording references, utilities and fire hydrants (include electric and telephone poles or towers, street lights and underground pipelines, etc)
- Provide documentation of acknowledgement, authorization from any applicable utility company for impacts associated with proposed development
- Showing property lines with bearings and distances, including coordinate grids and ticks, and the lot(s) or parcel(s) identification number or letter and area

- Indicate, identify and dimension all existing rights-of-ways, and roads on, adjacent to, or within 200' of the property. Indicate if public or private and County or State owned. Indicate and dimension paving widths and centerline. Identify all scenic roads.
- Indicate, identify and dimension all existing and proposed areas of "Vehicular Access Restrictions,"

Accurately plotted lot(s) or parcel(s)

- Showing property lines with bearings and distances, including coordinate grids and ticks, and the lot(s) or parcel(s) identification number or letter and area

Howard County Survey Control Stations shall be plotted accurately, identifying any that require relocation

REQUIRED GENERAL NOTES – *(Select appropriate notes as applicable to the project)*

In accordance with Section 128.0 of the Howard County Zoning Regulations, bay windows, chimneys or exterior stairways not more than 16 feet in width may project not more than 4 feet into any setbacks. Porches, or decks, open or enclosed may project not more than 10 feet into the front or rear yard setback

In accordance with FDP Phase ___, bay windows or chimneys not more than 10 feet in width may project more than 4 feet into any setback; Porches or decks may project not more than 3 feet into the front or rear yard setbacks. Exterior basement areaways/stairways may not encroach into any BRL

The subject property is zoned __per the__ (indicate adopted date) Comprehensive Zoning Plan

Driveways shall be provided prior to issuance of a use and occupancy permit for any new dwellings to insure safe access for fire and emergency vehicles per the following minimum requirements:

Width – 12' (16' serving more than one residence)
Surface – 6" of compacted crusher run base with tar and chip coating (1-1 ½" min)
Geometry – Max. 15% grade, max 10% grade change and min. 45' turning radius
Structure – (culverts/bridges) – capable of supporting 25 gross tons (H25 loading)
Drainage Elements – safely passing 100-year flood with no more than 1 foot depth over driveway surface
Maintenance – sufficient to insure all weather use

No grading, removal of vegetative cover or trees, paving and new structures shall be permitted within the limits of wetlands, stream(s), or their required buffers, floodplain and forest conservation easement areas

Flag and pipestem lots, refuse collection, snow removal and road maintenance are provided to the junction of the flag or pipestem and road right-of-way line and not onto the pipestem lot driveway

The Forest Conservation Easement has been established to fulfill the requirements of Section 16.1200 of the Howard County Code and 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 area allowed.

Landscaping Note

This plan has been prepared in accordance with the provisions of Section 16.124 of the Howard County Code and Landscape Manual. Financial surety in the amount of $__for__shade trees,___evergreen trees and___shrubs has been posted with the [Developer's Agreement or grading permit]

Forest Con Note (select applicable note)
This subdivision is exempt from the requirements of Section 16.1200 of the Howard County Code for Forest Conservation because ***[explain reason for exemption]****; or This plat is conditionally exempt from the requirements of Section 16.1200 of the Howard County Code for Forest Conservation with the filing of a Declaration of Intent for* ***[explain type of DOI]****; or This plat complied with the requirements of Section 16.1200 of the Howard County Code for Forest Conservation by* ***[provide explanation on compliance]***

The 65dba noise line established by Howard County to alert developers, builders and future residents that areas beyond this threshold may exceed generally accepted noise levels established by the U.S. Dept of Housing and Urban Development

PROPOSED IMPROVEMENTS INFORMATION

Indicate, identify, and dimension the location, length and width of all proposed structures, overhangs, protrusions, pavement, fences, retaining walls, signs, sewage pretreatment structures, etc. located on site. Location dimensions shall be from proposed structures to all property lines, rights-of-way lines and be indicated as perpendicular and/or a radial to the property of rights-of-way lines at the closest points

Indicate a schematic profile (detail/elevation) for all proposed structures, fences, retaining walls, signs, etc. on site and clearly dimension the mean heights of buildings, roofs, etc. from the average adjoining ground elevation and the top and bottom elevation heights for retaining walls. For residential site development plans, provide a footprint of all house model types with dimensions, including all options such as sunrooms, porches, decks, bay windows, chimneys, etc, and the lot coverage for each house model in zoning districts that require coverage information

Indicate, identify and dimension all proposed rights-of-ways, roads, private access places, driveways and trails. Indicate if public or private. Indicate and dimension paving widths and centerline. Indicate and detail all proposed entrances and pavement specifications on the plan in accordance with DPZ, Development Engineering Division and/or State Highway Administration requirements

For Development of a site abutting a scenic road, perspective sketches, elevations or cross-sections of the proposed development as viewed from the scenic road showing the relationship of development to the scenic character of the landscape as viewed from the road, unless the information was submitted during the subdivision process

Indicate all pathways, sidewalks, open spaces, exterior lighting devices, landscaping, berming, screening, etc., on the SDP. Open Space areas will be designated in accordance with the minimum requirements of the applicable zoning classification and any proposed County parks, schools or other public facilities

Indicate locations, dimension, invert elevations, type, class and size of proposed and existing water, sewerage and storm drain facilities. Construction details of all channels and storm drainage structures to be in accordance with Howard County Standard Specifications, including cross section profiles and hydraulic data. Contact DPZ, Development Engineering Division, for additional checklist requirements (Stormwater management, developer's agreements, bonds, fees, etc.)

Proposed grading with all pertinent elevations, proposed contours, drainage areas, stormwater management measures, drainage flow arrows and wetlands creation, if any. Include letters of permission for any off-site grading. Indicate any topographic features to be retained

Show, label, shade-in and dimension all proposed easements including utility, private access place or use-in-common driveway maintenance easements

Indicate, identify and dimension the size of all proposed utilities, including fire hydrants, fire lanes or provisions for a static fire protection system if required to be on-site, or in the vicinity of the site. Contact the Department Fire Administrator and the DPZ, Development Engineering Division, for requirements and details. Indicate if buildings will have an automatic fire protection sprinkler system

If a private sewage or water supply system is to be used, location and results of soil percolation tests and locations of water wells are to be indicated in accordance with the specifications of the Maryland Department of Environment

Soil erosion and sediment control plan as required by the Soil Conservation District:

a. Proposed plan and detail of soil erosion and sediment control in accordance with the requirements, standards and specifications of the Soil Conservation District
b. Certifications by the developer and engineer for the plan for control of silt and erosion
c. Schedule of implementing phases of plan for control of silt and erosion
d. Howard County Soil Conservation District signature blocks. Contact the Soil Conservation District for any additional Soil Conservation District checklist requirements.

Additional information which may be required by the Subdivision Review Committee to properly evaluate the plan

ADDITIONAL COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY RESIDENTIAL REQUIREMENTS

In addition to the above, all commercial, industrial and multi-family residential site development plans will provide the following information:

a. Identify each building with a numerical or alphabetical designation, when there is more than one building indicated on a parcel/lot

b. Indicate off-street parking details (additional parking data may be requested after initial review)
   1. Indicate and dimension all existing and proposed parking spaces, areas and driveways
   2. Indicate the number of spaces in each area
   3. Indicate the location and number of car stacking spaces if required for certain commercial uses such as a bank drive-thru, fast food restaurant and car wash

Indicate dumpster locations and refuse removal details. Contact the DPZ, Development Engineering Division, for additional information

Traffic Study: for submission s meeting the criteria of the Howard County Design Manual (Vol. III, Chapter 4,5) or upon request for lesser projects if potential exist for adverse effects on the levels of service or capacity of existing roads and pursuant to the requirements of the Adequate Public Facilities Act. Adequate Public Facilities road test and mitigation plan for all projects meeting the requirements of Chapters 4 and 5 of the Design Manual, Volume III, unless this information was submitted during the subdivision process. Consult with plan review staff of DPZ, Development Engineering Division, if in doubt.

Noise impact study for residential sites adjacent to higher volume roads, railroads, etc., to indicate noise contour for areas with 65 dBA or greater. Indicate measures for reducing noise impact (site design, grading, landscaping, etc.) for noise source other than aircraft.

Indicate all outdoor lighting in non-residential zoning districts and in residential district for parking lots and loading areas and in certain conditional use sites where required by the Board of Appeals. Outdoor lighting shall be in compliance with the outdoor lighting requirement standards specified in the zoning regulations. Indicate the location and type of all new exterior light fixtures including pole or post mounted lights, spotlights and light fixtures mounted or attached to the sides or top of existing or proposed structures. Dimension the location of light fixtures in non-residential zoning districts from adjacent residential zoning districts.

Does this plan require a Forest Conservation Application ☐ **YES** ☐ **NO**

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.

Save Form

FOREST CONSERVATION DATA SUMMARIES

12-Digit Watershed Number: _____

Impacts to Priority Retention Areas: YES* or NO (please circle)

* Provide justification for disturbance to the priority areas on an 8-1/2" by 11" paper and attached the justification to the Data Summaries chart.

OPTION 1: FEE-IN-LIEU	**FOREST CONSERVATION DATA SUMMARY**	
File Number:	Project/Subdivision Name:	
Fee-In-Lieu Amount:	Net Tract Area:	Cash Receipt No. *:
Comment: Fee-In-Lieu for _____ acres of Reforestation or Afforestation (specify which is applicable)		

* To be completed by DPZ staff

OPTION 2: EXEMPT/DOI	**FOREST CONSERVATION DATA SUMMARY**
File Number:	Project/Subdivision Name:
Regulation Section: _____ (provide Regulation reference and a brief description of the applicable exemption or DOI)	

OPTION 3: PREVIOUSLY ADDRESSED (including use of a FC Bank)	**FOREST CONSERVATION DATA SUMMARY**
File Number:	Project/Subdivision Name:
Comment: Addressed by _____ (provide file number and project/subdivision name)	

OPTION 4: ON-SITE/OFF-SITE PLANTING AND RETENTION	**FOREST CONSERVATION DATA SUMMARY**		
File Number:	Project/Subdivision Name:		
Net Tract Area *Net tract area under review*	**Area of Floodplain** **unforested forested total**	**Existing Forest** *Forest in net tract area minus floodplain*	**Cleared Forest** All forest cleared including floodplain
Retained Forest *Retained forest minus floodplain* **onsite offsite total**	**Planted Forest** **onsite offsite total**	**Long Term Protection** *Total amount of forest planed into LTP*	**Surety Amount Posted** *Total amount of surety posted*
In-Lieu Fees Amount Collected	**Forested Stream Buffers** Linear Length Acreage	**Planted Stream Buffers** Linear Length Acreage	**Amount of Forest Retained but not within an Easement**

OPTION 5: FOREST MITIGATION BANK	**FOREST CONSERVATION DATA SUMMARY**		
File Number:	Project Name:		
Net Tract Area	**Area of Floodplain** **unforested forested total**	**Retained Forest** *Retained forest minus floodplain*	**Planted Forest**
Forested Stream Buffers Linear Length Acreage	**Planted Stream Buffers** Linear Length Acreage	**Long Term Protection** *Total amount of forest planed into LTP*	**Surety Amount Posted** *Total amount of surety posted*

Howard County Department of Planning and Zoning

FOREST CONSERVATION PLAN CHECKLIST

The forest conservation plan submittal shall be at the same scale and sheet size (24" x 36") as the associated subdivision or site development plan and shall include the information listed below. Additional information about these requirements may be found in the Howard County Forest Conservation Manual. For more information or questions, contact DPZ at (410) 313-2350. The Forest Conservation Manual may be found online at **https://www.howardcountymd.gov/planning-zoning/plan-submissions**

Indicate: ✔ - if provided **N/A** – if not applicable **X** – if not provided with justification

1. ***Forest Conservation Plan Sheet(s)***
   a. **Provide all the same information shown on the FSD**.

   b. Boundaries of submission with metes and bounds description.

   c. Tabulation of gross and net tract area.

   d. Existing and proposed topography at same interval as the associated plan.

   e. Environmentally sensitive areas, including Green Infrastructure Network, critical habitat, floodplains, steep slopes, ponds, streams, stream buffer areas, wetlands and their buffers. Provide acreage or square footage for each area.

   f. Boundaries of any proposed open space areas, size in acreage or square feet.

   g. Existing and proposed site improvements (roads, lots, structures, stormwater management practices or devices, community sewage disposal areas, etc.).

   h. Delineation of all existing forest areas and other trees to be retained, size in acreage or square feet, including delineation of historic and specimen trees to be retained and the critical root zone of each tree. Note, if any forest retention areas need selective clearing and supplemental planning to address invasive exotic species.

   i. Delineation of all existing forest areas and other trees to be cleared, size in acreage or square feet.

   j. Location and extent of any reforestation or afforestation plantings, size in acreage or square feet.

   k. Species and planting methods for reforestation and afforestation, i.e. **a replanting plan. May be preliminary or conceptual until Final/SDP**.

   l. Limits of disturbance lines and all protective measures and management techniques (including easements) to maintain the environmental integrity of all forest, historic and specimen tree retention, reforestation or afforestation areas created by the plan.

   m. The proposed easements should show boundary lines and include a label plus size for each. Include bearings and distances and designate the type of FCE (retention, reforestation or afforestation). Include the length and average width of stream buffers located within these easements.

   n. Signature/seal of plan preparer. (State DNR qualified professional who is also a certified arborist, landscape architect, urban forester)

o. Typical plant, sign and fence details and their delineation on the plan. FCE signs must be spaced 50' to 100' around the entire limit of the FCE.

p. Include forest conservation surety note.

q. Show and label all specimen trees to be retained and/or to be removed.

r. Protective measures and management techniques to maintain the environmental integrity of all forest, historic and specimen tree retention, reforestation or afforestation areas created by the plan.

s. MDE 12-Digit Watershed number.

t. Provide an indicating note with the amount of forest that is saved but represented within the Forest Conservation Worksheet as to be cleared or removed.

u. Agricultural best management practices design to convey water above or below ground (diversions, grassed or lined waterways, irrigation systems, pipelines, subsurface drains, or underground outlets).

2. ***Forest Conservation Plan Worksheet***

- A completed forest conservation plan worksheet in accordance with Appendix C of the Forest Conservation Manual. Please show worksheet on the plan and provide a separate letter-size worksheet. An electronic version of the worksheet is available online at **https://www.howardcountymd.gov/planning-zoning/plan-submissions**

- Supplement to worksheet.

3. ***Additional Documentation***

a. Written narrative explaining reasons for any clearing, justifying for non-conformance to retention priorities or to location priorities for reforestation or afforestation, justifying reforestation or afforestation methods proposed, and any proposed off-site location for retention, reforestation or afforestation.

b. Construction period protection and management program (refer to Section 4.1 – 4.1.3 of the FC Manual).

c. Post construction protection and management program (refer to Section 4.1.4 – 4.2.3 of the FC Manual).

d. Request for payment of fee-in-lieu of afforestation or reforestation with sufficient written justification. Fee-in-lieu requests must demonstrate that compliance with forest conservation requirements on-site or off-site cannot be reasonably accomplished. Attach completed fee-in-lieu form with plan submission. Refer to Section 3.11 of the Forest Conservation Manual. This form is available online at **https://www.howardcountymd.gov/planning-zoning/plan-submissions**

e. Declaration of Intent for exemptions (if applicable). Attach completed and notarized DOI forms with plan submission. DOI forms are available online at **https://www.howardcountymd.gov/planning-zoning/plan-submissions**

f. Written request for a variance of Forest Conservation Program requirements or to defer, phase or seek alternative compliance with Forest Conservation Program requirements, if applicable. Procedures for requesting variances are given in Figure 5-I of the Forest Conservation Manual.

4. ***Off-Site Reforestation Plan or Afforestation Plan (if applicable)***

   a. Written justification for proposed off-site location for reforestation or afforestation.

   b. Plan of off-site property with location and size of areas to be planted; planting plan depicting species and methods to be used to implement reforestation or afforestation; and protective measures and management technique.

   c. Provide legal documentation (written agreement, executed contract, etc.) for right to use off-site location, including all necessary easements and restrictions to be recorded.

   d. Paper plat of off-site location showing off-site easement.

5. **Fees**

   The fees for the Forest Conservation Plan are assessed in conjunction with the associated subdivision or site development plan submission fees.

Howard County Department of Planning and Zoning

FOREST STAND DELINEATION PLAN AND NARRATIVE CHECKLIST

The forest stand delineation plan submittal shall include the information listed below. Additional information about these requirements may be found in the Howard County Forest Conservation Manual. For more information or questions, contact DPZ at (410) 313-2350.

Plan applications are available on the DPZ website at **https://www.howardcountymd.gov/planning-zoning/regulations-and-manuals**

Indicate: ✔ - if provided **N/A** – if not applicable **X** – if not provided with justification

1. ***Forest Stand Delineation Plan Sheet***
   The plan shall be at the same scale and sheet size (24" x 36") as the associated subdivision or site development plan and shall show the following information:
   a. North arrow.
   b. Gross area of the site and property boundaries with metes and bounds description, if applicable.
   c. Existing topographic information at same interval as the associated plan.
   d. Area of 100-year floodplain and net tract area of site.
   e. Current forested and unforested areas, forest stand locations, and tree lines extending off-site.
   f. Locate and list each tree 24" or greater in diameter measured at 4.5' above the ground. State Champion trees, trees 75% of the size (diameter) of State champion trees and trees 30" in diameter or larger. **Advisory:** The removal of any State Champion, trees 75% of the size (diameter) of State champion trees and specimen trees, and trees 30" in diameter or larger, and other forest resources associated with a historic site require the processing and approval of an Alternative Compliance application of Section 16.1205(a)(3) of the Howard County Code.
   g. Steep slopes: 25% and greater and 15% - 25%. Provide area of steep slopes 25% or greater.
   h. Provide notes/information on critical habitats of rare, threatened or endangered species. Also, provide notes/information on presence or absence of trees, shrubs, plants or animals identified as rare, threatened or endangered. If a project site is located wholly or partially within a Sensitive Species Project Review Area, the submittal must include a comment letter from the Maryland Department of Natural Resources, Natural Heritage Program.
   i. Perennial and intermittent streams and required 50', 75' or 100' stream buffers.
   j. Soils, and indicate soils with an erodibility index (K) value greater than 0.35 on slopes of 15% or more; or hydric soils.
   k. Non-tidal wetlands and required 25' buffers.
   l. Existing buildings and structures including walls and fences, roads and trails, utilities and easements. **Note: proposed uses and improvements are not to be shown.**
   m. Adjacent land uses and zoning designation.
   n. Historic structures or other historic resources, including trees and cemeteries.
   o. Other significant vegetation (e.g. hedgerows, tree rows, ornamental plantings).
   p. Other significant natural or man-made features (e.g. quarries, springs, ponds, rock out-crops, rubble landfills, dumps or disposal areas, etc.).
   q. Signature/seal of preparer of plan. (State DNR qualified professional who is also a certified arborist, landscape architect, urban forester)
   r. Site vicinity map. The map shall include the location of the site within a square mile indicating **major roads, land uses and forest cover**. (Source: County topographic maps). Maps may be prepared at 1"=1,000' or 1"=600' scale.
   s. MDE 12-Digit Watershed number.
   t. Agricultural best management practices designed to convey water above or below ground (diversions, grassed or lined waterways, irrigation systems, pipelines, subsurface drains or underground outlets).
   u. Howard County Green Infrastructure Network

2. ***Classification of Forest Stands and Other Vegetation***
   All on-site vegetation shall be classified by plant community types as obtained by field observation. Individual communities must be identified on the forest stand delineation plan sheet. See Section 2.2.3 of the Forest Conservation Manual.

3. ***Forest Stand Analysis Tables***
Data collected by the field observation shall be tabulated and summarized for each forest stand. See Section 2.2.4. of the Forest Conservation Manual. Completed tables in accordance with Appendix C of the Forest Conservation Manual are attached.

4. ***Specimen Trees and Historic Trees Table***
Data collect by the field investigation shall also be tabulated and summarized for specimen trees and historic trees. Each tree should be marked in the field with an aluminum tag or a similar device that records the tree species and DBH. See Section 2.2.5 of the Forest Conservation Manual.

5. ***Forest Stand Delineation Narrative***
A written summary describing each vegetative community including: forest structure stand condition; relationship to other environmental features; typical cover; Habitat value; retention priority areas; potential problems and relationship to off-site forest. Please note priority areas listed in Section 16.1205. See Section 2.2.6 of the Forest Conservation Manual.

6. **Fees**
The fees for FSD plans are assessed in conjunction with the associated subdivision or site development plan submission fees.

STANDARD FOREST CONSERVATION PLAN SHEET

½" Border

½" Border

NORTH ORIENTED TO TOP OF PLAN

ALL FOREST CONSERVATION PLAN SHEETS MUST BE 24" X 36" IN SIZE

LEGEND

VICINITY MAP (sheet 1 only)

GENERAL NOTES

1. _____
2. _____
3. _____
4. _____
5. _____

FOREST CONSERVATION WORKSHEET

STANDARD COUNTY SIGNATURE BLOCKS

QUALIFIED PROFESSIONAL SIGNATURE
NAME AND ADDRESS

TELEPHONE NUMBER (All Sheets)

SEAL

OWNER/DEVELOPER

NAME AND ADDRESS

TELEPHONE NUMBER (All Sheets)

(All sheets)

TITLE BLOCK (All sheets)

Sheet ____ of ____

½" Border

½" Border