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

SKETCH PLAN REQUIREMENTS & PREPARATION INFORMATION

The purpose of the sketch plan is to indicate to the County the intent, scope and timing of the proposed subdivision and to familiarize the developer with County and State plans which may affect the proposed subdivision. The developer will be advised of any regulatory codes which may affect the proposed subdivision.

Note: Sketch plans cannot be submitted for development of properties zoned RC, RR, R-ED or R-H-ED. Those properties require the submission of a Preliminary Equivalent Sketch Plan at the initial plan stage (except for minor subdivisions and resubdivisions)

Sketch plans and all subsequent revisions or amendments are to be prepared in accordance with Section 16.145, Sketch Plan, of the Howard County Code and submitted to the Department of Planning and Zoning when required as part of the subdivision process. The following checklist is to serve as a guide in preparing the sketch plan for submittal.

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**

MEETING & POSTING REQUIREMENTS

☐ **Community Meeting Requirement** (*see Subdivision & Land Development Regulations* **Section 16.128 & 16.145(b)(2)**)

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 (f) 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 16.145(b)(2)**

☐ **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 to be uploaded to PDox Exhibits Folder

- 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 to be uploaded to PDox Exhibits Folder

- 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

Green Neighborhood requirements should include the following:

- Green Neighborhood plan sheet music include: site compliance checklist; vicinity maps & diagrams; notes; tables and signature blocks
- For eligibility and checklist requirements, contact Planning & Zoning's Resource Conservation District
- 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)*

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 to be uploaded to the PDox Exhibits Folder

- 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.

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 or SDP originals
- Contact MAA at maaairportzoningpermit@bwiairport.com | (410) 859-7100 | *P.O. Box 8766, BWI Airport, Maryland, 21240-0766*

Receiving Development Requirements

- Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for development on parcels in the R-SA-8, R-A-15, R-APT, and CAC districts. Residential development rights derived from Neighborhood preservation sending parcels may be received as bonus density for developments on parcels at least 5 acres in size in the R-ED, R-20, R-12 and R-SC districts
- An application for the use of the bonus density on a receiving parcel shall be made to the Department of Planning and Zoning and shall include a calculation of the proposed density and the number of development rights to be obtained from one or more sending parcels.

PLAN LAYOUT REQUIREMENTS

Plan Size

- Plan size 24" x 36" with ½" border on all sides
- 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

Signature Block

- Provide the following standard Howard County approval signature block in the lower left corner of all plan sheets

TENTATIVELY APPROVED
DEPARTMENT OF PLANNING AND ZONING
HOWARD COUNTY

_____ _____
PLANNING DIRECTOR *DATE*

Owners Name, Deed Reference

- 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 sufficient 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, Waiver Petitions, and Board of Appeals or Zoning Board cases, etc.
- Date

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 north oriented to the top

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

PLAN ELEMENT REQUIREMENTS

Centerlines, Widths, Bearings, Road Classification, Street Names, Alley, Widths, Pedestrian Walkways

- Exact locations within the subdivision or adjoining the outline of the subdivision
- Provide public road or access connections to adjoining undeveloped properties in accordance with **Section 16.119(a)(8)** of the Subdivision and Land Development Regulations
- Existing and proposed public or private street systems with rights-of-way widths. Existing streets will indicate proposed rights-of-way width as shown on the General Plan and as determined by the DPZ, Development Engineering Division
- Existing and proposed public or private street systems with rights-of-way widths. Existing streets will indicate proposed rights-of-way width as shown on the General Plan and as determined by the DPZ, Development Engineering Division
- Identify all scenic roads abutting the site (map).
- Indicate, identify & dimension of the public road frontage where "vehicular ingress/egress is restricted"

Delineation of 100 year floodplain, forest conservation, streams & non-tidal wetlands

- Development data onsite within 200 feet of the property line including existing land characteristics, availability of public utilities, existing and proposed wells, septic systems and shared sewage disposal facilities, existing and proposed open space including proposed recreation, parks and conversation areas
  - Approximate delineation of 100 year floodplain, streams and non-tidal wetlands; 25 foot buffer for wetlands; applicable 50, 75 or 100 foot streambank buffers; existing and proposed stormwater management systems. Environmental analyses are not required for agricultural professional which meets the standards of the Soil Conservation District and states that the residential lots, driveways and roads will not impact wetlands, streams and buffers. Floodplain delineation is not required for these subdivision
  - Steep topography, differentiate by shading or crosshatching slopes of 15-24.9% and slopes of 25% or greater. Indicate the square foot area of contiguous slopes 25% or greater, including both the on and offsite portions of the contiguous stretch
  - Show existing land features; i.e. quarries, springs, ponds, sinkholes, rubble landfills and rock out-crops, etc.
  - Show all existing recorded easements with recording references, such as water, sewer, utility, storm drain and access, etc.
  - Provide detailed written justification and any supporting plans or documents for any proposed impacts to environmentally sensitive features or buffers that are to be considered as a "necessary or essential disturbance" by DPZ and the Soil Conservation District in accordance with **Section 16.116(c)** of the Subdivision and Land Development Regulations

Lots

- Proposed lot or parcel layout with lots numbered consecutively throughout entire subdivision in antici9pated order of development, including open space lots. Apartment, condominium, commercial, industrial and bulk parcels will be designated by letters in alphabetical order

Existing Structures

- Locate and label any onsite easements for an overhead or underground high volume and pressure transmission main or high tension power line including location of towers or poles that would conflict with proposed landscaping or forest buffers, if any. Provide documentation with the plan submission that development plans have been provided to any applicable utility company (i.e. BGE, PEPCO, Columbia Gas, Williams Gas, etc.) for any impacts associated with your proposed development plan design
- Additional information which may be required by the Subdivision Review Committee to properly evaluate the plan. Contact the DPZ, Development Engineering Division for additional checklist requirements and the Soil Conservation District for any additional Soil Conservation District checklist requirements

- If the project is a resubdivision of a previously recorded subdivision, the existing lot lines, lot numbers and road rights-of-way lines must be shown in phantoms
- Locate and label any onsite easements for an overhead or underground high volume and pressure transmission main or high tension power line including location of towers or poles that would conflict with proposed landscaping or forest buffers, if any. Provide documentation with the plan submission that development plans have been provided to any applicable utility company (i.e. BGE, PEPCO, Columbia Gas, Williams Gas, etc.) for any impacts associated with your proposed development plan design
- Additional information which may be required by the Subdivision Review Committee to properly evaluate the plan. Contact the DPZ, Development Engineering Division for additional checklist requirements and the Soil Conservation District for any additional Soil Conservation District checklist requirements

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

GENERAL NOTES

- Existing zoning designation
- Gross area of property tract
- Area of proposed lots or parcels
- Area of proposed roads
- Number of lots or parcels proposed (indicate number by land use, i.e. buildable, open space, preservation, other)
- Case numbers, if any, of related Board of Appeals or Zoning Board cases
- Statement regarding water and sewer systems proposed, either public or private; and
- Open space required and provided

SUPPLEMENTAL INFORMATION

- Soils map at the scale of the sketch plan with the parcel boundary, roads and lots plotted and the soil symbols indicated within the soil boundaries as found in the Soil Survey of Howard County, Maryland. Provide a tabular listing of soil types with characteristics. Highlight hydric soils, soils with possible hydric inclusions and soils with less than 15% slopes with significant erosion potential. Submit on a separate 24" x 36" sheet as supplemental data.
- Traffic study: required if criteria of the Howard County Design Manual (Chapters 4 and 5, Volume III) is met or upon request for projects of lesser size that could adversely affect the levels of service/capacity of existing roads.; Adequate Public Facilities road test and mitigation plan for all subdivisions meeting the requirements of Chapter 4 and 5 of the Design Manual, Volume III. Consult with plan review staff of the DPZ, Development Engineering Division, if in doubt.
- Whenever the sketch plan covers only a part of an applicant's contiguous holdings, the applicant shall submit, at the same scale as above, a sketch of the proposed subdivision area, and an indication of the probable future street and drainage system of the remainder of the tract
- List of street names which, if approved by the Department of Planning and Zoning, will be reserved for that subdivision. Submit on separate letterhead, not on the sketch plan. Submit the names in order of preference to be used. The Department of Planning and Zoning will assign the approved names based on the number of streets proposed
- For apartment or other multi-family subdivision, the following information will be indicated on the sketch plan in addition to the above:
  - Approximate location of each building, setbacks from all streets (public or private) and environmental features (if applicable), common parking areas, property lines and distances between buildings
  - Number of apartment units in each building
  - Number of parking spaces in each offstreet parking area, and total thereof
  - Interior road or street access, whether public or private, and total area of each

- For projects in zoning districts that require Planning Board approval of sketch plans, the following information is generally required depending on the scope, size and location of the proposed development. Inclusion of this information with the initial submission is helpful; alternately, such information may be requested on revised plans prior to scheduling review by the Planning Board
  - Schematic grading plan indicating grading for roads, structures, stormwater management and other improvements with clear indication of the limits of disturbance
  - Traffic Study
  - Noise Study
  - Building elevations
  - Cross sections of the site indicating building(s) in relationship to topography, vicinal properties, roads and screening
  - Written narrative answering the Planning Board's consideration criteria as indicated in the Zoning Regulations for applicable Zoning District
- Upload a Non-Tidal Wetlands Report including completed wetland data forms or a certification that no wetlands exist onsite. Upload any correspondence from the U.S. Army Corps of Engineers or MD Dept. of the Environment *(JD, pre-app meeting, etc.)* and reference any applicable wetland permits in a note on the plan. Contact the Division of Land Development concerning the contents of wetland reports/certifications.

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