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

PRELIMINARY EQUIVALENT SKETCH PLAN REQUIREMENTS & PREPARATION INFORMATION

The purpose of the Preliminary Equivalent Sketch Plan is to indicate to the County the intent, scope and timing of the proposed subdivision on a detailed plan that will enable the County to determine whether the proposed layout is satisfactory, that it fulfills the requirements of the Subdivision Regulations and that it will serve the public interest. The developer will be advised of any regulatory codes which may affect the proposed subdivision and will be familiarized with County and State plans which may affect the proposed subdivision.

The Preliminary Equivalent Sketch Plan shall be sealed and signed by a registered engineer or other professional person qualified by law and licensed in the State of Maryland to prepare such plans.

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

☐ **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)**

SITE SPECIFIC SUBMISSION REQUIREMENTS

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

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**

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)	

Receiving Development Requirements

- Residential development rights derived from neighborhood preservation sending parcels may be received as bonus density for developments 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

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

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

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

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
- other professional person licensed in the State of Maryland responsible for the preparation of the Plan, signature and seal of engineer, or other professional person qualified by law and licensed in the State of Maryland to sign and seal the Preliminary Equivalent Sketch Plan

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

Owner/Developer

- Name/address of owner, developer (corporation and seal if corporate developer), and registered engineer or other professional person licensed in the State of Maryland responsible for the preparation of the Plan, signature and seal of engineer, or other professional person qualified by law and licensed in the State of Maryland to sign and seal the Preliminary Equivalent Sketch Plan

North Arrow

- Drawn through one property corner of subdivision with north oriented to the top

General Notes

- Existing zoning designation
- Gross area of property tract
- Net area of property tract
- Area of proposed lots or parcels
- Area of proposed roads and open space dedication
- Number of lots or parcels proposed (indicate number 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

Graphic Scale on all sheets

PLAN ELEMENT REQUIREMENTS – Upload to the PDox Exhibits Folder

Boundary of the Proposed Subdivision

- Clearly indicated by a heavy line with bearings and distances

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

- Existing pertinent features both on-site and those within 200 feet of the project property line that may influence the design of the subdivision
  - Include natural and manmade features
  - Floodplains, non-tidal wetlands, 25 foot buffers for wetlands

- Water courses, Streams, Applicable 50, 75 or 100 foot steambank buffers
- Soil Characteristics, forests or important trees
- Utility rights of way, including maintenance easements, road right-of-ways
- Individual well and septic systems and shared sewerage disposal systems
- Quarries, springs, ponds, sinkholes, rubble landfills, rock out-crops, etc.
- Existing buildings and structures (approximate age and if they are to be retained or removed)
- Any burial grounds or cemetery sites
- Environmental analyses are not required for agricultural preservation and rural cluster subdivisions, if the owner/developer submits a certificate by an authorized 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 stream buffers. Floodplain delineation is not required for these subdivisions if the floodplain is obviously not critical to the proposed development (based on the standards of the Design Manual) and if it is not necessary for forest conservation calculations
- 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 Soil Conservation District in accordance with Se3ction 16.116(c) of the Subdivision and Land Development Regulations.

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**

Layout

- Layout of all proposed public streets, use-in-common driveway easements, alleys, sidewalks, and path systems, and general location of street trees (Section 16.136 Subdivision and Land Development Regulations)
- Indicate all proposed street names, rights-of-way widths and pavement widths
- Pathways or bollard markers will be part of fee simple connections from public rights-of-way to the open space property
- Sidewalks will be provided and indicated where applicable in accordance with Section 16.134 Subdivision and Land Development Regulations
- 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
- Locations, widths and names of all existing or proposed streets adjoining the subdivision
- Existing easements and streets which have been approved or recorded but remain unimproved shall be indicated with dashed lines, indicate public or private ownership
- Indicate, identify and dimension of the public road frontage where "vehicular ingress/egress is restricted" per the Subdivision Regulations
- Identify all scenic roads

Topography

- Existing topography at two (2) foot contour intervals shall be shown
- Contour lines shall be indicated two hundred (200) feet beyond subdivision boundary
- Identify by shading or cross hatching, slopes of 15-24.9% and slopes exceeding 25%

- Indicate square foot area of contiguous slopes 25% or greater, including both on and off-site portions of the contiguous stretch
- Indicate source of topography, if not field run, provide spot elevations from the field to verify

Lots

- Layout of all proposed and existing lots or parcels with appropriate dimension and minimum area in square feet, (acres if lot size is greater than 60,000 square feet)
- Section number and area number and required front, side and rear setbacks except in New Town Zoning District
- If 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 phantom
- For lots with pipestems, provide a minimum lot size tabulation as follows

MINIMUM LOT SIZE CHART			
LOT NO	GROSS AREA	PIPESTEM AREA	MINIMUM LOT SIZE

- Identify the zoning district classification governing the subject property and all the adjoining properties
- Lot numbers in numerical order throughout the entire subdivision for single family lots including open space lots
- Proposed numbering system should follow the proposed phasing of development to ensure lot consecutive order
- Apartment, condominium, commercial, industrial and bulk parcels will be designated by letters in alphabetical order

Coordinate Information

- All subdivisions should be tied to the Maryland State Plan Coordinate System (min. 3 coordinate points) if control points and information are within 1 mile of proposed subdivision
- Coordinate values needed on all boundary points as required by DPZ shall be presented in tabular form
- Original monument references may be obtained from DPW, Surveys and Drafting Division

Easements, Utilities

- Approximate location, dimensions, and area of all property proposed to be reserved or temporarily reserved for public use, or reserved for the use of all property owners in the subdivision
- Indicate location, dimensions, and purpose of any proposed easements including recreation, park and conservation areas
- Identify and label the preservation parcels and community sewage disposal areas for cluster subdivisions in the RR or RC zoning districts
- Location of existing and proposed utilities and easements with recording references on or adjoining the tract with approximate pipe sizes and directions of slopes indicated (shall include electric and telephone poles or towers, underground pipelines, street lights and fire hydrants. If no hydrants, indicate provisions for fire protection)
- Locate and label any on-site 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 and forest buffers
- Provide documentation for acknowledgement and/or authorization form any applicable utility company (i.e. BGE, PEPCO, Columbia Gas, Williams Gas, etc) for any impacts associated with your proposed development plan design

Drainage, SWM

- Proposed drainage and stormwater management systems, including the type of facilities, drainage easements, proposed changes in topography, the 100 year floodplain and any deviations from standards
- Justification shall be provided for rejecting preferred stormwater management measures in favor of less preferred methods unless predetermined by the Department of Planning and Zoning, after consultation with the Director of Public Works, and in accordance with the Design Manual

Private Water and Sewer

- Private sewage or water supply system or shared sewage disposal system is to be used, location and results of soil percolation tests and location of water wells are to be indicated in accordance with the specifications of the Maryland Department of Environment
- Signature block of the County Health Officer shall be provided on the plan sheets showing required well and septic information. No other sheets require the Health Officer's signature

Multiple

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

Density Tabulation

- Provide data on density when clustering or multi-family developments are proposed

Apartment, Multi-Family, Commercial, or Industrial Subdivisions, the following information will be indicated in addition to the above:

- Approximate location of each building, including setbacks from all streets (public or private) and environmental features (if applicable), common parking areas, property lines and distances between buildings
- Number of units in apartment buildings and square feet area for commercial or industrial buildings
- Number of parking spaces in each off-street parking area, and total thereof. Calculation for parking requirement
- Interior road or street access, whether public or private, and total area of each

Project Phasing

- Project phasing diagram and APFO schedule to establish milestone dates and assignment of housing unit allocations for the subdivisions, if project is phased
- Provide the phasing diagram and APFO schedule on the plan coversheet

Cluster Subdivision in RR or RC Zoning District

- State purpose of the preservation parcels and provide written explanation of how the proposed design meets the objectives in Section 104.0.F.2 or 105.0.F.2 of the Zoning Regulations

Open Space

- Provide data and calculations when open space is required by zoning classification
- Indicate amount and type of recreation open space provided in area and as a percentage of the required open space in accordance with Section 16.121(a)(4) of the Subdivision and Land Development Regulations

Cluster Subdivision in RR or RC Zoning District

- State purpose of the preservation parcels and provide written explanation of how the proposed design meets the objectives in Section 104.0.F.2 or 105.0.F.2 of the Zoning Regulations

Forest Conservation

- Forest Stand Delineation and Preliminary Forest Conservation Plan as required by the Forest Conservation Manual (see bottom of this application for expandable Forest Con application) prepared by a qualified professional
- Forest Conservation plan shall be included as part of the signed plan set

Landscape

- Preliminary landscape plan which identifies landscape obligations including:
  - A plan labeled with required perimeters and buffer types
  - Notes about the intended method of fulfilling perimeter obligations (i.e. preservation of existing vegetation, planting or other alternatives)
  - The responsibility of the developer (as final plan) or the builder (internal landscaping at site development plan)
  - This plan must be included as part of the signed plan set

Additional information, which may be required by the Subdivision Review Committee to properly evaluate the plan. Contact DPZ, Development Engineering Division, for additional checklist requirements and the Soil Conservation District for any additional SCD Checklist requirements

SUPPLEMENTAL INFORMATION – *(Upload to PDox exhibits folder)*
The following additional information shall accompany the submission of the Preliminary Equivalent Sketch Plan in accordance with requirements contained in the Design Manual. The plan information will be indicated on a separate 14" x 36" plan sheets, at the same scale as the Preliminary Equivalent Sketch Plan

- Tentative profiles of each street centerline and typical cross section of each type street
- Preliminary drainage area map and preliminary storm drainage study for the entire area covered by Preliminary subdivision plan. The storm drainage study shall include an evaluation of drainage structures and/or drainage systems, both upstream and downstream, affected by the drainage from the area covered by the Preliminary Plan as required by Design Manual and by Section 16.133 of the Subdivision Regulations. Justification shall be provided for rejecting preferred stormwater management systems
- Preliminary grading plan showing limits of disturbance, grading for subdivision improvements and mass grading, if proposed. Schematic grading for residential lots smaller than 20,000 square feet in area shall be shown to demonstrate that units can be accommodated without adverse drainage impacts or disturbance of floodplains, wetland and stream buffers or proposed forest conservation easements. Differentiate between existing trees and trees to remain. This plan must be included as part of the signed plan set.
- Soils map at the scale of the Preliminary 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. Highlight hydric soils, soils with hydric inclusions and soils with less than 15% slopes with significant erosion potential
- Approximate location and extent of proposed erosion and sediment control measures, as required by the Howard County Soil Conservation District shall be shown
- Noise impact study, if required by Preliminary Equivalent Sketch Plan comments for sites adjacent to higher volume roads and/or railroads. Show noise contour for areas with 65 dBa or greater on the plan. Indicate measure for reducing noise impact (lot design, grading, landscaping, etc.) Consult with plan review staff of the DPZ, Development Engineering Division, if in doubt.

- Adequate Public Facilities Roads Test and Mitigation Plans for all submission meeting the requirements of Chapters 4 and 5 of the Design Manual Volume III. Traffic study for all submission meeting the requirements of the Howard County Design Manual (Chapters 4 and 5, Volume III) Consult with the plan review staff of the DPZ, Development Engineering Division, if in doubt
- For projects in zoning districts that require Planning Board approval of preliminary equivalent sketch plans, the following information is generally required depending on the scope, size and location of the proposed development. Inclusion of information with the initial submission is helpful; alternately, such information may be requested on revised plans prior to scheduling review by the Planning Board
  - 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
- Wetlands report or professional certification that wetlands are non-existent on the property. 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.
- Whenever the Preliminary Equivalent 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 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 preliminary equivalent 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.

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/regulations-and-manuals**

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/regulations-and-manuals**

- 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/plan-submissions.**

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