



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

FINAL FOREST CONSERVATION PLAN APPLICATION

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

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

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

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

Signature: _____

Date: _____

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

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

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

Signature: _____

Date: _____

MD Regulation #: _____

Approved as a Qualified Professional by DNR on: _____

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

FEES:	
Type of Review	Base Fee
Forest Stand Delineation Plan	\$350.00
Preliminary Forest Conservation Plan	\$350.00
Final Forest Conservation Plan	\$350.00
Combined Preliminary / Final Forest Conservation Plan	\$700.00
Request for Forest Conservation Exemption	\$35.00
Legal Documents (per document)	\$300.00
Public Works Agreement	\$750.00

FINAL FOREST CONSERVATION PLAN CHECKLIST

Item Description	Provided (✓)	Applicant Comments (continue on separate page if needed)
Submit 15 copies of the plans/materials, fees, and an electronic copy of all documents (PDF).	<input type="checkbox"/>	
Be submitted with the following:	<input type="checkbox"/>	
a. A final subdivision plan;	<input type="checkbox"/>	
b. A final project plan;	<input type="checkbox"/>	
c. An application for a grading permit; or	<input type="checkbox"/>	
d. An application for a sediment control permit.	<input type="checkbox"/>	
Drawing clear & legible.	<input type="checkbox"/>	
North point, scale, & date.	<input type="checkbox"/>	
Owner name, address, & phone number.	<input type="checkbox"/>	
Preparer name, address, & phone number.	<input type="checkbox"/>	
Certification of boundary.	<input type="checkbox"/>	
Adjacent use, cultural, & historical features.	<input type="checkbox"/>	
Critical habitat (Requires letter from State)	<input type="checkbox"/>	
Consistent with the Preliminary Forest Conservation Plan	<input type="checkbox"/>	
Show proposed locations and types of protective devices to be used during construction activities to protect trees and forest designated for conservation.	<input type="checkbox"/>	
In the case of afforestation or reforestation, include an afforestation or reforestation plan, with a timetable and description of needed site and soil preparation, species, size, and spacing to be used.	<input type="checkbox"/>	
Submit 2 copies of the fully executed short-term maintenance agreement & \$300.00 fee. Agreement provided by the Town.	<input type="checkbox"/>	
Submit 2 copies of the fully executed long-term protective agreement & \$300.00 fee. Agreement provided by the Town.	<input type="checkbox"/>	
Include the substantive elements required under Town Code §16.48.080.B.2. – 5., 7-9., and 11. as finalized elements of the Forest Conservation Plan.	<input type="checkbox"/>	
An applicant that is required to conduct afforestation or reforestation under Town Code Chapter 16.48 shall furnish financial security in the form of a bond, an irrevocable letter of credit, or other security approved by the Department & \$300.00 fee. Bond template provided by the Town.	<input type="checkbox"/>	