



For Official Use Only	
Case Number:	
Date:	
Fee: (*\$850.00 + \$10/Acre)	
Accepted by:	
Date Plan Approved:	
Date Plan Rejected:	

PRELIMINARY FCP APPLICATION/CHECKLIST

The completed application form, supporting plans and other documentation in **PDF form ONLY**, as well as your **citizen portal account name** must be sent to drcdigital@cityoffrederickmd.gov on or before **3:00** PM on the application deadline date. Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. One digital plan must be submitted to sparker@cityoffrederickmd.gov. Please make sure all files submitted are legible. Incomplete applications will not be accepted.

*A draft Forest Conservation Agreement should also accompany this application.

*Payment of fees by credit card is preferred via our [Citizen Access Portal](#). If paying by check, the check with a copy of your application form must be received in the front vestibule planning box at 140 W. Patrick Street on or before the submittal deadline. Questions, please contact Jess Murphy at jmurphy@cityoffrederickmd.gov.

APPLICANT INFORMATION		
Project Name:	Tax ID:	
Location:		
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:		

OK	NO	GENERAL INFORMATION	OK	NO	PLAN NARRATIVE
		Approved FSD			Worksheet
		Drawing clear & legible			Address Sec. 3.3 Ordinance
		Vicinity map 1" = 2000'			Construction timetable
		Scale, date, north arrow			Retention plan
		Owner's name, address, phone			Reforestation/afforestation plan
		Preparer's name, address, phone			
		Surveyor's certification of boundary			

OK	NO	Preliminary FCP Map (see Section 721(c)(4) and 721(c)(1))	OK	NO	
		Retention area (priority renderings)			Protective devices
		Reforestation area (on/off site)			Limits of disturbance
		Afforestation area (on/off site)			Stockpile areas

The Fee Structure for the Preliminary Forest Conservation Plan is available on the Development Review Web Page. A combined FSD/FCP must be submitted 30 days before the Development Review Conference date that the project will be scheduled.

Comments:

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

Project Name:
Owner/Developer*
Name:
Address:
Phone: _____ email: _____

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

Signed _____

Date: _____

If not owner, attach "Agent Authorization" letter.

FSD/FCP Prepared By:

Name:
Address:
Phone:
Email:

I certify I am a licensed forester, licensed landscape architect, or have been approved by the Maryland Department of Natural Resources as a qualified professional and, therefore, am qualified to prepare the attached Forest Stand Delineation and/or 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 for by Article 7, Section 721 of the Land Management Code and the Maryland State Forest Conservation Technical Manual, Third Edition, 1997 to prepare the Forest Stand Delineation and/or Forest Conservation Plan.

Signed: _____

Date: _____

MD Regulation # _____

Approved as Qualified Professional by DNR on _____

**** If there is an owner and a contract purchaser, the application must be signed by each party. The owner's affidavit must accompany this application.***