



# FOREST CONSERVATION PLAN INTAKE CHECKLIST FOR APPLICANTS

Plan Name:

Linked Plan Numbers:

Plan Number:

Size:

## APPLICATION

Upload all files with the naming conventions found in [this document](#)

Applicant must fill out and sign [Application Form](#)

If Applicant is not property owner, provide signed owner authorization

## SIGN TEMPLATE AND LOCATION PLAN

Fill out and provide sign template linked [here](#)

Include a project description including use, square footage, and proposed activity

Include [Sign Location Plan](#) showing at least one sign location for every 500 feet of property frontage

Do not post sign until instructed by Intake Staff

## NOTICE LIST

[Generate notice list](#) of HOAs and Civic Associations within one mile of subject property

Add to the notice list all confronting and adjoining property contact information

Add to the notice list any and all parties of interest from presubmission community meeting

Provide notice list in the form of an Excel sheet

## NOTICE LETTER

Fill out [notice letter template](#) with correct plan number and plan name

Include project description (same as on sign)

## APPLICATION DRAWINGS

### FCP PLAN SHEETS

Provide the following information in the title block:

Name of project (that matches ePlans, Hansen, and Application Form)

Plan number

Subdivision information

Election district

[Revision block](#)

Include the following in the plan notes:

[Tax ID](#)

Property owner name and address

[Gross tract size](#)

Zoning

[Presence of RTE species](#)

[Floodplain source](#) (FEMA map #)

[Wetland source](#)

[Watershed w/ use class](#)

[Presence of historic features](#)

[Tree measure method](#) (usually D-tape)

[Presence of SPA or PMA](#)

[Name of person doing NRI survey](#)

[Date of NRI survey](#)

# APPLICATION DRAWINGS CONTINUED

## FCP PLAN SHEETS

Provide all of the following elements on all FCP plan sheets:

- [Graphic scale](#)
- [North arrow](#)
- [Legend](#)
- [Approval stamp placeholder](#) (4"x3")
- [Certificate of plan preparer](#)
- [Vicinity map](#)
- [Developer's Certificate](#)
- [Property lines](#)
- [Existing manmade features](#)
- [Proposed improvements](#)
- [Limits of disturbance](#)
- [Topography w/ labels](#)
- [All trees >24 inches in diameter w/ CRZ](#)
- [Streams and stream buffers](#) (if present)
- [Wetlands and wetland buffers](#) (if present)
- [Floodplain and floodplain buffer](#) (if present)
- [Soil boundaries](#)
- [Steep slopes](#) (if present)
- [Aerial extent of tree cover](#)
- Forest stand (if present)
- Proposed grading
- Any and all easements
- General sediment control measures
- Proposed locations and acreages of any proposed clearing or retention of forest, tree stands, or individual trees
- Proposed locations of afforestation and reforestation, including acreage

Provide a [cover sheet](#) with [sheet index](#) including all plan sheets

Provide a [blank second page for future approvals](#)

Provide a variance letter

Provide a variance impact table

Provide the following tables:

- [Tree table](#), with any and all Champion trees or trees at least 75% of State Champion noted.
- [Soils table](#)
- [Data table](#)
  - Wetlands
  - Floodplains
  - Streams
  - Associated buffers

Provide a forest protection plan which shows:

- Location of protection devices which must be installed if clearing, grading, or construction occurs within 50 feet of a retention boundary area
- Stockpile areas and borrow pits
- Details of protection devices (e.g. root pruning or tree protection)
- A narrative of stress reduction or other measures needed for specific trees

Provide an afforestation/reforestation planting plan, if afforestation or reforestation is present on-site, with the following information:

- Location and acreage of areas to be planted
- Plant materials table
- Planting and inspection schedule
- Forest conservation sequence of events
- Planting area protection measures

Provide a Forest Conservation Worksheet showing calculation of forest conservation requirements

- [In Priority Watershed](#)
- [Outside Priority Watershed](#)

## OTHER DOCUMENTS

Upload an Approved Natural Resources Inventory (NRI) as a Supporting Plan

## STATEMENT OF COMPLETION

I, \_\_\_\_\_, the Plan Preparer, attest to the fact that all items outlined in this document have been provided and constitute a complete and accurate Application. I have also uploaded this checklist as part of my submission.

Signature: \_\_\_\_\_