



# NATURAL RESOURCE INVENTORY/ FOREST CONSERVATION EXEMPTION INTAKE CHECKLIST FOR APPLICANTS

Plan Name:

Linked Plan Numbers:

Plan Number:

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

## 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

## OTHER DOCUMENTS

Provide a [Department of Natural Resources letter](#), or [request letter](#), assessing whether there are rare, threatened, or endangered species on the Subject Property

If the Application is a FCP Exemption for one of the exemptions listed below, provide a signed Declaration of Intent.

[Residential single-lot exemption](#)  
[Real estate transfer](#)  
[Agricultural exemption](#)  
[Timber harvest activity](#)  
[Demolition of existing structure](#)  
[Minor subdivision](#)

## NRI 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 work](#)  
[Date of work](#)  
Type of exemption requested (if FCPE)

If applying for an Existing Conditions NRI, submit the Existing Conditions Permission Letter provided by staff

[Graphic scale](#)  
[North arrow](#)  
[Legend](#)  
[Approval stamp placeholder](#) (4"x3")  
[Certificate of plan preparer](#)  
[Vicinity map](#)  
[Property lines](#)  
[Existing manmade features](#)  
[Proposed improvements](#) (if FCPE)  
[LOD](#) (if FCPE)  
[Topography w/ labels](#)  
[All trees >24 inches in diameter](#)  
[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)

Provide the following tables:

[Tree table](#), with any of the following noted:  
- National/State/County Champion trees  
- Trees at least 75% of State Champion  
[Soils table](#)  
[Data table](#)

Wetlands  
Floodplains  
Streams  
Associated buffers

If submitting a Tree Save Plan, provide the following:

Existing forest boundary  
Proposed forest clearing boundary  
Tree protection fencing  
Specific tree protection measures  
For every individual significant, specimen, or champion tree, provide  
Location  
Critical root zone  
Species  
Size  
Condition  
Proposed status (preserve/remove)

## APPLICANT STATEMENT OF COMPLETION

I, \_\_\_\_\_, the Applicant, 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: \_\_\_\_\_