



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](#) (a)
- [Agricultural exemption](#) (b)
- [Timber harvest activity](#) (d)
- [Real estate transfer](#) (m)
- [Minor subdivision](#) (n2)
- [Demolition of existing structure](#) (x)

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: _____