



# 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](#)

## STATEMENT OF JUSTIFICATION

Include a thorough description of the proposal

Include written description of how project complies with the requirements of [Chapter 22A - Forest Conservation Law](#)

## SIGN TEMPLATE AND LOCATION PLAN

Fill out and provide sign template linked [here](#), and follow the [Sign Posting Procedures](#)

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

Upload a second notice list containing all contact information for properties within 500 feet of the site

Upload a third notice list including any and all parties of interest from presubmission community meeting

Provide all notice lists 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: \_\_\_\_\_