

Howard County Department of Planning and Zoning  
Division of Land Development

# “PLAT OF FOREST CONSERVATION EASEMENT” APPLICATION

Date Submitted/Accepted \_\_\_\_\_

## SITE DESCRIPTION

Subdivision Name: \_\_\_\_\_ Applicable DPZ  
File Ref: [SDP or Final] \_\_\_\_\_

Location: \_\_\_\_\_  
[Tax Map] [Grid/Block No] [Parcel No] [Election District] [Zoning District]  
\_\_\_\_\_  
[Street Address and/or Road Name]

## SURVEYOR/ENGINEER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone) (Fax)

\_\_\_\_\_  
(E-mail)

Contact Person: \_\_\_\_\_

## OWNER/DEVELOPER

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone) (Fax)

\_\_\_\_\_  
(E-mail)

Contact Person: \_\_\_\_\_

## PLAT APPLICATION REQUIREMENTS

Submission of application for plat of forest conservation easement will require completion of all the following items at the time of the initial submittal to ensure acceptance of the plat for processing. **Submission applications found to be incomplete will be rejected prior to entering the County’s subdivision plan processing system. This application and the plat of forest conservation easement plans are to be submitted along with applicable subdivision or SDP plan submission.**

**Please be advised that all plan application submissions are accepted by appointment only. You must contact Carol Stirn at 410-313-2350 to schedule a submission appointment.**

Plan applications are available on the DPZ website at <http://www.co.ho.md.us/DPZ.formsfeesapplications.htm>.

I. **Number of Copies Required** (check appropriate location)

\_\_\_\_\_ Plat of Forest Conservation Easement (2 copies for DLD, 1 copy for Real Estate Services)

II. **Checklists** (1 copy for DLD)

The attached submission checklist must be completed and signed by the authorized professional responsible for the plan preparation.

III. **Fees**

The FCE plat application fees shall be in accordance with the adopted fee schedule. All checks shall be made payable to the Director of Finance. **The application and plans will not be accepted for processing until fees have been paid.** For more information or questions, please contact DPZ at 410-313-2350.

IV. **Certification of Application**

I hereby certify that the information supplied herewith is correct and complete and authorize such periodic on-site inspections by the Department of Planning and Zoning and the Subdivision Review Committee agencies as may be necessary to review this application and any waiver petitions filed in connection herewith and to enforce the Subdivision Regulations and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted. **\*If the applicant is the owner's agent, written documentation from the property owner granting that authority is required.**

\_\_\_\_\_  
(Signature of Property Owner/Agent) \*

\_\_\_\_\_  
(Receiving Property)

\_\_\_\_\_  
(Date)

Owner's Authorization Attached (\*)

Howard County Department of Planning and Zoning  
Division of Land Development  
**PLAT OF FOREST CONSERVATION EASEMENT CHECKLIST**

**Project Name** \_\_\_\_\_

**DPZ File No.** \_\_\_\_\_

PLAT REQUIREMENTS AND PREPARATION INFORMATION

With the adoption of Resolution 48-1999 and Council Bill 13-1999, it is necessary to plat ALL Forest Conservation Easements, both on-site and off-site.

The following checklist is to serve as a guide in preparing the “FCE” Plat application for submittal. Compliance with the following will assure processing in an expeditious manner. **Checklist items shown with an asterisk (\*) are essential items for the acceptance of the plan for processing. Notice: Incomplete, incorrect or missing items may result in the rejection of the application** or require revised plans resulting in additional review time.

The following list enumerates and describes the various types of plats which may be used to show the Forest Conservation Easements:

- A. **Subdivision Plat** showing on-site Forest Conservation Easements (planting and retention) for the subject subdivision. This type of plat will be processed in accordance with the standard fees, deadlines and requirements established for Subdivision Plats by the Subdivision Regulations and the adopted Fee Schedule. All of the associated planting details for these plats are part of the Road Construction Plan set.
- B. A **Subdivision Plat** showing on-site Forest Conservation Easements (planting and retention) for that subdivision and off-site Forest Conservation Easements for another project (planting or retention). The off-site easements may be those previously established when the subject site was a deeded parcel (see #D below) or ones for a subdivision or SDP project which is concurrently moving through the subdivision or SDP approval process. This type of plat will be processed in accordance with the standard fees, deadlines and requirements established for Subdivision Plats by the Subdivision Regulations and the adopted Fee Schedule. All of the associated planting details for these plats are part of the Road Construction Plan or SDP Plan set. The processing and recordation of this plat must be coordinated to coincide with the processing of the subdivision or SDP for which it is providing a Forest Conservation Easement.
- C. An **Amended Subdivision Plat** for a previously recorded subdivision now being modified to add new Forest Conservation Easements associated with the off-site obligations of another subdivision or Site Development Plan project or to amend/delete some of the Forest Conservation Easements shown on the subject plat. In general, this type of plat can be reviewed and approved using the “Original’s Only” process developed for correction plats. These Plats will be assigned separate “F” numbers, will be signed by the Health Department and this Department and will be reviewed by the standard SRC agencies. Concurrent with the processing of these Plats, it may be necessary to red-line changes/additions onto the corresponding Road Construction Plans or SDP Plans.
- D. A **Plat of Forest Conservation Easement** for a deeded property on which a Forest Conservation Easement (planting or retention) is being placed. This includes banking sites which will accommodate the Forest Conservation obligations associated with one or more off-site Forest Conservation obligations associated with one specific Subdivision or Site Development Plan project. These plats will be processed similar to the “Plats of Easement” currently recorded for the exchange of development rights for the DEO or CEO. They will be reviewed only by DPZ staff and signed only by the Planning Director.

**Note: The following checklist items apply to a Plat of Forest Conservation Easement, unless indicated otherwise.**

Legend:	<input checked="" type="checkbox"/> Information Provided	<input checked="" type="checkbox"/> Information Not Provided,
	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Justification Attached

## GENERAL INFORMATION

- \_\_\_ \* 1a. The size of the Plat shall be eighteen (18) inches by twenty-four (24) inches, including a one-half (1/2) inch margin on all sides (see attached plat format). Where necessary, the plat information may be on several sheets accompanied by an index sheet showing the entire property.
- \_\_\_ \* b. All plat originals submitted for signature approval must meet the following DPZ original requirements:
- 1) Be made of durable, reproducible mylar material. No sepia paper, tracing paper etc. will be accepted.
  - 2) Not be pieced, spliced, have “stick-ons” or “press-type” lettering.
  - 3) Have original seal and signature of Maryland registered professional engineer/land surveyor, authorized by appropriate section of Annotated Code of Maryland to prepare plats of easement or final plats, on all sheets of the plan.
  - 4) Have the original signature of owner/developer/engineer on required certificates that are to be on appropriate sheets of plan.
  - 5) All required signatures and seals on the original drawings shall be in permanent black waterproof ink.
  - 6) The property owner’s and project engineer’s or surveyor’s full names, mailing addresses and telephone numbers shall be placed on all sheets of the plan.
- \_\_\_ \* 2. The title block shall appear in the lower right-hand corner of the Plat and shall include the following information:
- a) Name of subdivision, project and/or property.
  - b) Scale and date of application. Scale shall be 1”=100’, 1”=50’, or 1”=30’, or as approved by the Department of Planning and Zoning prior to submittal.
  - c) Location by Election District, County, State, tax map, grid and parcel number references.
  - d) Show current zoning and all previous Department of Planning and Zoning subdivision file numbers; and
  - e) Plat sheet number. All sheets to be numbered (ie: sheets 1 of 4, etc.).
- \_\_\_ \* 3. Vicinity map, indicating the exact location of the property with respect to surrounding properties and vicinal streets drawn to an accurate scale and the location of nearby survey monuments of the Howard County Geodetic Control.
- \_\_\_ \* 4. North arrow drawn through one of the property corners with north oriented toward the top of the plat sheet.
- \_\_\_ \* 5. Adjacent property line boundaries shall be shown within 100 feet of the subject property boundary. Adjacent properties shall be labeled with the lot/parcel number, plat/deed reference, zoning category, subdivision name (as applicable), and any preservation easement reference if the property is part of a County or State preservation program.
- \_\_\_ 6. All Plats showing Forest Conservation Easements must be prepared, signed and sealed by a qualified surveyor or engineer.

- \_\_\_ 7. For deeded parcels (Plats of Forest Conservation Easement), acceptable surveying standards (as endorsed by the Maryland Society of Surveyors) do not require that the entirety of the property be surveyed. It is acceptable to survey and plat just a portion of the site if the Forest Conservation Easement does not encumber the entire parcel. The surveyor must employ their own judgment in determining the extent of surveying needed to ascertain the boundary for the Forest Conservation Easement.
- \_\_\_ 8. For any site used as a mitigation bank, the transfer of forest credits is tracked in tabular form on the Plat, Road Drawings and/or SDP. For each subsequent transfer the applicable SDP or road construction drawing or FCP must be revised by the "Red-Line" revision process administered by the Development Engineering Division. It is not necessary to redo the Forest Conservation Installation and Maintenance Agreement or the Deed of Forest Conservation Easement. Also, the plat does not need to be re-recorded to track forest credits.
- \_\_\_ 9. For all Plats, a Deed of Forest Conservation Easement will be prepared by Real Estate Services and recorded subsequent to the recordation of the Plat. For a Plat which deletes a previously recorded Forest Conservation Easement in its entirety, a Deed will not be required. The exception being if a confirmatory Deed of Forest Conservation Easement is needed to supersede the Deed recorded earlier for the same easement.

In addition, a Forest Conservation Installation and Maintenance Agreement must be executed (and surety posted) prior to the signature approval of a Site Development Plan or prior to the recordation of a Plat. This Developer's Agreement details the obligations of the property owner/developer and summarizes the process by which the County will release the surety. It is prepared by Real Estate Services after the plat or Site Development Plan has been determined by the SRC to be technically complete.

**STANDARD CHARTS, SIGNATURE BLOCKS AND CERTIFICATIONS**

- \_\_\_ \* 10. Surveyor's Certificate – certification, with date, signature and seal by Registered Land Surveyor or Registered Property Line Surveyor.  
  
*"I hereby certify that the final easement plat shown hereon is correct; that it defines a Forest Conservation Easement on all or a portion of a parcel of ground conveyed by \_\_\_\_\_ to \_\_\_\_\_ by deed dated \_\_\_\_\_ and recorded in the Land Records of Howard County, Maryland in Liber No. \_\_\_\_\_, Folio No. \_\_\_\_\_. All monuments are in place."*
- \_\_\_ \* 11. Owner's Certificate – certification by owner or owners of property [modified from Section 16.147(c)(21) or (22) of the Howard County Code]. Signature lines for all indicated owners shall be provided under the certification, with name printed under the signature, and signature of a witness or each owner signature, with name printed under the signature.  
  
*"\_\_\_\_\_, owner of the property shown and described hereon, hereby adopts this plan in consideration of the approval of this Plat of Forest Conservation Easement by the Department of Planning and Zoning, to establish a Forest Conservation Easement."*
- \_\_\_ \* 12. Provide the following standard Howard County approved signature block in the lower left corner of all plat sheets for signature of County agencies. (Plat of FCE for deeded properties.)

<b>APPROVED</b>	
<b>HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING</b>	
_____	_____
Director	Date

**REQUIRED GENERAL NOTES: ADD THE FOLLOWING APPLICABLE NOTES TO THE PLAT:**

- \_\_\_ \* 13a. The subject property is zoned \_\_\_\_\_ per the \_\_\_\_\_ (indicate adopted date) Comprehensive Zoning Plan.
- b. There are no existing structures on site or There is an existing dwelling/structure(s) located on Lot/Parcel \_\_\_\_\_ to remain.
- c. Add a note indicating what coordinate system the plat is based on.
- d. Applicable DPZ file number(s): \_\_\_\_\_
- e. This project complies with the requirements of Section 16.1200 of the Howard County Code for Forest Conservation with an obligation \_\_\_\_\_ provided by \_\_\_\_\_ acres of on/off on-site retention or \_\_\_\_\_ acres of on-site reforestation/afforestation with surety in the amount of \$\_\_\_\_\_. (Modify the note as necessary to fully explain the FC obligation).
- f. Add a note stating: "This plat is based on a survey conducted by \_\_\_\_\_, on \_\_\_\_\_ (date) \_\_\_\_\_ (insert name)." .
- g. All Plats of Forest Conservation Easement and all Subdivision Plats or Amended Subdivision Plats which include Forest Conservation Easements must include the following note:  
  
*"The Forest Conservation Easement(s) has been established to fulfill the requirements of this subdivision\* with respect to Section 16.1200 of the Howard County Forest Conservation Act. No clearing, grading or construction is permitted within the Forest Conservation Easement, however, Forest Management practices as defined in the Deed of Forest Conservation Easement are allowed."*  
  
\*If the Forest Conservation Easement has been created to fulfill the obligations associated with another project or projects, that project or those projects should be referenced within the plat notes.
- h. Add a purpose note for amended plats of easements or revision plats.

**PLAT REQUIREMENTS**

- \_\_\_ 14. All Forest Conservation Easements must be defined by metes and bounds on the Plat.  
  
A heavy line indicating the boundary of the Plat with lengths of courses to hundredths of a foot and bearings relating to the Maryland State Plane Coordinate System to a minimum accuracy of fifteen (15) seconds, if Howard County geodetic survey control points and information are within one mile of proposed subdivision. A note shall be placed on the Plat indicating the source of the Maryland State Plane Coordinate System. Provide a FCE Line Table, if necessary.
- \_\_\_ \* 15. Howard County geodetic control survey stations located on the site shall be accurately located. Any geodetic control stations that need relocation shall be identified.
- \_\_\_ \* 16. Coordinate information for all property lines, streets, public rights-of-way lines, outside boundary of Plat and all other locations as required by the Department of Planning and Zoning. Indicate in tabular form. The lengths of all arcs, radii, points of curvature, and chord and tangent bearings and distances in table form.

- \_\_\_ \* 17. Show and label the easement area on the Forest Conservation Easement Plat. Indicate the acreage of the easement in the easement label. The applicant is advised that the forest conservation easement should not encumber any portion of the site which would lie within the design right-of-way of any public road or encumbered with any other recorded easement. Also, highlight the FCE area with a honeycomb symbol.
- \_\_\_ 18. List the FCE areas within a FCE Area chart, if more than one easement is provided. The FCE Area chart shall identify each FCE area with a separate number or letter and state whether, "Retention", "Reforestation" or "Afforestation" and the area for each easement.

Prepared by:

\_\_\_\_\_  
Signature of Plan Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm

# STANDARD PLAT SHEET

<b>1/2" Border</b>	
<p style="text-align: center;">COORDINATE LIST</p>	<p style="text-align: center;">NORTH ORIENTED TO TOP OF PLAT</p>
<p style="text-align: center;">FCE LINE TABLE (see Item #14)</p>	<p style="text-align: center;">VICINITY MAP (sheet 1 only) (see Item #3)</p>
<p style="text-align: center;">FCE AREA TABULATION CHART (see Item #18)</p>	<p style="text-align: center;">GENERAL NOTES (see Item #13)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p style="text-align: center;">PURPOSE NOTE FOR PLAT OF EASEMENTS OR REVISION PLATS</p>
<p style="text-align: center;">ENGINEER/SURVEYOR NAME AND ADDRESS TELEPHONE NUMBER (all sheets)</p>	<p style="text-align: center;">SEAL (all sheets) (see item #6)</p>
<p style="text-align: center;">OWNER/DEVELOPER NAME AND ADDRESS TELEPHONE NUMBER (all sheets)</p>	<p style="text-align: center;">RECORDED AS PLAT NO. _____ ON _____ AMONG THE LAND RECORDS OF HOWARD COUNTY, MD</p>
<p style="text-align: center;">STANDARD DPZ Director SIGNATURE BLOCK See item #12 (all sheets)</p>	<p style="text-align: center;">OWNER'S CERTIFICATE (all sheets) See item #11</p>
<p style="text-align: center;">SURVEYOR'S CERTIFICATE (all sheets) See item #10</p>	<p style="text-align: center;">Plat of Forest Conservation Easement TITLE BLOCK (all sheets) (see Item #2) Sheet ____ of ____</p>
<b>1/2" Border</b>	
<b>County File F-____ - ____</b>	



Howard County Department of Planning and Zoning  
Division of Land Development

**PLAT OF FOREST CONSERVATION EASEMENT WORKSHEET**  
(For DPZ Use Only)

Project Name \_\_\_\_\_ DPZ File Number \_\_\_\_\_  
DPZ Plan Reviewer \_\_\_\_\_ Submission Date \_\_\_\_\_  
Plan Consultant Representative \_\_\_\_\_ Time \_\_\_\_\_

**I. Submittal Requirements**  
Indicate Yes, No or N/A

- a. DPZ, Division of Land Development, application and checklist are complete.... \_\_\_\_\_
- b. Required number of plans are provide..... \_\_\_\_\_

**II. Fee Computation**

\*\* (a) Per application .....(a) \_\_\_\_\_ \*\*  
(\$300 each sheet for the plat)

**Total Fee Amount** \_\_\_\_\_

**III. Certification**

Cash receipt number \_\_\_\_\_  
**Acct 1000000000-3000-3000000000-PWPW000000000000-432530**

Check issued by \_\_\_\_\_

\_\_\_\_\_ Plat submission is accepted for processing

\_\_\_\_\_ Plat submission is rejected  
Reason: \_\_\_\_\_

\_\_\_\_\_ Resubmission is accepted Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Comments/Notes \_\_\_\_\_  
\_\_\_\_\_