



Charles County Department of Planning and Growth Management

Final Forest Conservation Plan Intake Checklist

Within seven (7) business days of application to the Citizen Self Service (CSS) portal, Planning will review the submittal for the criteria listed below. If the Submittal has **FAILED** any of the criteria, the Applicant will be notified or if the Submittal has **PASSED** all the criteria a Lead Planner will be assigned to the Plan to initiate the Review.

1. All four (4) of the following required documents have been included in the submittal:
 - Final Forest Conservation Plan
 - Narrative (Including Data Sheets)
 - Department of Natural Resources (DNR) Letter
 - Forest Conservation Worksheet
2. Required data provided in the "More Information" section of the CSS portal is complete.
3. The Plan contains the following required features:

<input type="checkbox"/> Title, Date, and Revisions Block	<input type="checkbox"/> Signature and/or Stamp of Qualified Professional
<input type="checkbox"/> Zoning of the Parcel	<input type="checkbox"/> Legend Showing All Symbols Utilized on Map
<input type="checkbox"/> Property Boundaries & Major Roads	<input type="checkbox"/> Site Vicinity Map at 1"=2,000 sq. ft. scale
<input type="checkbox"/> North Arrow and Scale of Map	<input type="checkbox"/> Tax Map and Parcel Number of Property
<input type="checkbox"/> Total Area of Each Forest Stand	<input type="checkbox"/> Existing Rights-of-Way Affecting the Property (if applicable)
<input type="checkbox"/> Total Tract, Net, and Forested Areas	<input type="checkbox"/> Existing Easements Affecting the Property (if applicable)
<input type="checkbox"/> Critical Area Boundaries (if applicable)	
4. All fees have been properly calculated and paid in full.

Disclaimer: Projects are subject to all applicable County and State regulations, laws, and requirements. Checklists are not intended to be an all-inclusive representation of the standards in which Projects will be reviewed.