



Charles County Department of Planning and Growth Management

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