



For Official Use Only	
Case Number:	
Date:	
Fee:	*\$350.00
Accepted by:	
Date Plan Approved:	
Date Plan Rejected:	

FSD APPLICATION/CHECKLIST

The completed application form, supporting plans and other documentation in **PDF form ONLY**, as well as your **citizen portal account name** must be sent to drcdigital@cityoffrederickmd.gov on or before **3:00** PM on the application deadline date. Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. One digital plan must be submitted to sparker@cityoffrederickmd.gov. Please make sure all files submitted are legible. Incomplete applications will not be accepted.

*Payment of fees by credit card is preferred via our [Citizen Access Portal](#). If paying by check, the check with a copy of your application form must be received in the front vestibule planning box at 140 W. Patrick Street on or before the submittal deadline. Questions, please contact Jess Murphy at jmurphy@cityoffrederickmd.gov.

APPLICANT INFORMATION			
Project Name:	Tax Identification		
Location:			
Tax Map	Block	Parcel	
MD Coordinates	N	E	
Total area	100 year floodplain	<input type="checkbox"/> Yes <input type="checkbox"/> No	Area undeveloped/Ag
Net tract area	Non-tidal wetlands	<input type="checkbox"/> Yes <input type="checkbox"/> No	Existing Forest (in acres)

OK	NO	GENERAL INFORMATION	OK	NO	FSD STAND SUMMARY SHEETS & DATA COLLECTION SHEETS
		Drawing Clear & Legible			Dominant Species, Forest Association
		Location Map, TM/Parcel, scale 1"=2000			Size, Class, Dominant Trees, Specimen Trees
		Scale, Date, North			Total Number of Tree Species
		Owner-Name, Address, Phone			Industry Species, Exotic or Invasive
		Preparer-Name, Address, Phone			Forest Structure Rating
		Certification of Boundary			
OK	NO	FSD MAP (See Section 721(c)(2))	OK	NO	FSD NARRATIVE
		Topo, steep slope, streams			Stand Structure
		Soils, hydric, erodible, prime agriculture			Forest Structure

		Floodplain, wetland, stream buffers			Retention Potential
		Forest Stand Map-Current forested/unforested species, location, seize, dominant/co dominant			Address environmental features: (floodplain, hydric soils, wetlands, buffers, habitat, slopes, steep erodible soil, cultural features, historic sites adjacent use).
		Adjacent use, cultural, historic			
		Tree lines extending off site			
		Critical habitat (Requires letter from State)			

***The Fee Structure for the Forest Stand Delineation may be found on the Development Review Web page. A combined FSD/FCP must be submitted 30 days before the Development Review Conference date that the project will be scheduled.**

COMMENTS:

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box:

Project Name:
Owner/Developer*
Name:
Address:
Phone: _____ email: _____

I am the owner or authorized agent for the owner(s) of the property for which this Forest Stand Delineation and/or Forest Conservation Plan has been submitted for review and approval to the appropriate approving authority of the City of Frederick. I hereby grant permission to the City of Frederick Planning Director and/or City Engineer and/or their authorized representative to come upon my property during normal business hours for the purpose of verifying that the material on the Forest Stand Delineation and/or Forest Conservation Plan is accurate and complete.

Signed _____

Date: _____

If not owner, attach "Agent Authorization" letter.

FSD/FCP Prepared By:

Name:
Address:
Phone: _____ email: _____

I certify I am a licensed forester, licensed landscape architect, or have been approved by the Maryland Department of Natural Resources as a qualified professional and, therefore, am qualified to prepare the attached Forest Stand Delineation and/or Forest Conservation Plan. I further certify that this plan was prepared by me or under my supervision and that I have used the methods provided for by Article 7, Section 721 of the Land Management Code and the Maryland State Forest Conservation Technical Manual, Third Edition 1997 to prepare the Forest Stand Delineation and/or Forest Conservation Plan.

Signed: _____

Date: _____

MD Regulation # _____

Approved as Qualified Professional by DNR on _____

**** If there is an owner and a contract purchaser, the application must be signed by each party. The owner's affidavit must accompany this application.***