



## **Forest and Tree Preservation Ordinance (FTPO) Process Basics**

1. Prepare Natural Resources Inventory and Forest Stand Delineation plan - NRI/FSD including application, checklist and review fee (30 day review period)
2. Prepare Forest Conservation Plan (FCP) including application, checklist and review fee (45 day review period)
3. Prepare legal documents
4. Issue Forestry Permit
5. Post construction warranty & maintenance period for required planting (5 years)

### **Contact information & resource links**

City Forester 240-314-8705

Assistant City Forester 240-314-8710

Forestry Inspector 240-314-8713

<http://www.rockvillemd.gov/index.aspx?NID=1066>

(City standard charts and notes for use in plan preparation are available upon request)

### **Prepare NRI/FSD (30 day review period)**

- Plan is submitted for review at earliest stage in development review process and must be approved prior to site plan submission
- Plan prepared by MD-DNR Qualified Professional (QP, PLA or LF) which shows existing conditions and identifies priority areas for preservation based on current City of Rockville standards as defined in the *Environmental Guidelines*, FTPO and *Forest Conservation Manual*
- Written narrative including individual tree information, forest stand description, and applicable data collection sheets (CTLA Ratings, FSD and/or Wetland)
- Serves as basis for site design and FCP
- Plan must include:

Existing site features:

- Buildings, roads, sidewalks, hardscape, above and below grade utilities, etc.

Natural features:

- Significant trees as defined by the FTPO
- Forested areas
- Wetlands/buffers
- Streams/buffers
- Steep slopes
- Soil types
- Topography shown with 2' contour lines.

Areas of historic significance

Adjacent land use/property owner information

City Forest Conservation worksheet

Minimum tree cover requirement calculations

### **Prepare preliminary and/or final FCP (45 day review period)**

- Site plans requiring Planning Commission approval submit preliminary FCP before hearing and final FCP after hearing. All other site plans can submit final FCP during site plan review.
- Identifies how forest and tree retention and/or replanting is being accomplished.
- Reviewed in conjunction with site plan, stormwater management plan and erosion control plan.
- Emphasis on preserving natural resources and replacing forest and significant trees on site.

### **Prepare required legal documents and for review by city**

- Forest conservation easement (after recordation, FCE info is provided in GIS format on disk)
- Maintenance agreement
- Bond

### **Issue permits**

- Once required plans and associated legal documents are approved, permit is issued and construction may begin.
- Required inspections:
  - Pre-construction meeting
  - Notice to proceed once tree protection/sediment control is installed
  - Regular construction inspections
  - Post construction inspection for removal of tree protection devices
  - Pre-planting meeting
  - Post planting inspection

### **Post construction/planting**

- Begin maintenance period
- Biannual planting inspections
- Bond release

### **Common mistakes/process delays**

- Incomplete application or checklist or failure to follow instructions on checklist.
- Incorrect review fee.
- Plan not prepared per city ordinance, manual and/or environmental guidelines.
- Trees incorrectly located, misidentified, incorrectly measured, not condition rated per CTLA.
- Required items per checklist which are missing from the plan (e.g., standard charts/notes, existing trees, easements, utilities, hardscape, adjacent trees and structures).
- Plan not coordinated with other city plans, such as site plan, SWM plan.
- Written justification for paying fee in lieu not provided or not submitted per Section 10.5-24.
- Proposed trees not spaced per ordinance requirements.
- Proposed trees shown within easements, on top of infrastructure, or too close to infrastructure (e.g., proximity to utilities, sidewalks, lights, etc.).
- Proposed trees shown where existing trees are located or too close to existing trees (e.g., under canopies).
- Proposed trees are not appropriate for space or conditions (e.g., large shade tree too close to buildings or decks, insufficient rooting volume provided).
- Plan graphics are illegible (e.g., overwrites, legend does not match plan graphics, undefined graphics).
- Landscape installation is not per approved city plans (locations and details/specifications).