



Application for

Forest Conservation Plan

FCP

4/11

City of Rockville

Department of Recreation and Parks/Forestry Division

14625 Rothgeb Drive, Rockville, Maryland 20850

Phone: 240-314-8700 • Fax: 240-314-8719 • Website: www.rockvillemd.gov

Type of Application:

- Single Family
 Preliminary
 Final
 Amended

Please Print Clearly or Type

Property Address information _____

Subdivision _____ Lot (s) _____ Block _____

Zoning _____ Tax Account (s) _____ , _____ , _____

Plat Book _____ Plat No. _____ Liber _____ Folio _____ Parcel _____

Size of Property _____ AC. Limits of Disturbance _____ AC

Applicant Information:

Please supply Name, Address, Phone, Fax Number and E-mail Address

Applicant _____

Property Owner _____

Qualified Preparer _____

Architect _____

Engineer _____

Attorney _____

Project Name _____

Project Description _____

STAFF USE ONLY

Application Acceptance:

FTP # _____

CPDS Project No. _____

Date Accepted _____

Staff Contact _____

Date Received _____

Reviewed by _____

Date of Checklist Review _____

Total Fee _____

Other City Project/Permit Numbers for this plan:

PAM _____ SPX _____ STP _____ PJT _____
BLD _____ SFD _____
SCP _____ SMP _____ PWK _____

Instructions for Completing Forest Conservation Plan (FCP) Applications

1. Single Family Dwellings are only required to submit a Final FCP/Tree Save Plan along with a completed application and applicable fee.
2. All other projects must submit a Forestry-Stormwater Management Overlay Plan at the earliest stage of the development process and generally no later than the Pre-Application Meeting submission (PAM).
3. A Preliminary or Final FCP must be submitted with a Special Exception Plan (SPX), Site Plan (STP), Site Plan Amendment (STP) Project Plan (PJT) or Project Plan Amendment (PJT).
4. For projects required to submit a Preliminary FCP, the Pre FCP generally must be approved prior to any action by a public body (vote for approval or recommendation by Board of Appeals, Planning Commission or Mayor and Council, whichever comes first).
5. The City Forester may allow smaller projects to submit a Final FCP along with a Site Plan or Site Plan Amendment (STP) submission. However, the Final FCP cannot be approved until after the Site Plan or Site Plan Amendment is approved and the detailed engineering plans are ready to be approved by the Department of Public Works.
6. Final Forest Conservation Plans must be consistent with the Erosion and Sediment Control Plan and will not be approved until both plans are finalized.
7. An Amended FCP is only applicable when the proposed site layout changes do not impact trees and/or forest covered by an existing Forest Conservation Easement.
8. Please refer to the Checklist for Forest Conservation Plans, which outlines the specific requirements, and submit the checklist with the completed FCP application.
9. Please follow CPDS guidelines for deadlines associated with staff reports. All approvals must be obtained in accordance with the above information for inclusion into the appropriate staff report.

Common Mistakes on FCP Submissions:

- Incomplete application
- Missing significant tree table with required information
- No City of Rockville Forest and Tree Preservation Ordinance Notes
- Missing City of Rockville details for tree protection and planting
- Tree protection fence not shown or incorrect location
- Root pruning not shown or incorrect location
- Proposed plan does not take into account trees, forest and CRZ disturbance
- Incorrect limits of disturbance or does not match Erosion and Sediment Control Plan
- Plan is not consistent with other City plans
- Plan is not signed by qualified person

A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.

I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this application.

Applicant signature and date

Qualified preparer signature and date