



Checklist for Natural Resources Inventory/ Forest Stand Delineation Plan

City of Rockville

*Department of Community Planning and Development
Services/Forestry Division*

111 Maryland Avenue, Rockville, Maryland 20850

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

Type of NRI/FSD (check one):

☐ SFD ☐ Other

Please Print Clearly or Type

Project Name: _____

Legal Description of Property: _____

Tax Acct. ID(s): _____

Size of Property: _____

Name of Firm Preparing Plan: _____

Contact Name: _____ Phone: _____

Email: _____ Limits of Disturbance: _____

Type of Plan Submission to CPDS (check one): ☐ STP ☐ SPX ☐ PJT ☐ SFD

CPDS Case No.: _____

Instructions for Completing the Checklist

The checklist has been developed to provide guidance on the submission requirements for preparing NRI/FSD plans. Refer to Chapter 10.5, Forest and Tree Preservation Ordinance, the Forest Conservation Manual, and Environmental Guidelines, as may be amended, for codes, regulations and guidelines governing forest and tree preservation in the City. All items on the checklist must be addressed as either applicable (A) or not applicable (N/A). If checking N/A, a brief explanation as to why shall be provided. Any item left blank will result in the application being deemed incomplete. The qualified plan preparer must sign the last page of the checklist.

NRI/FSD Acceptance and Review Policy

This checklist and associated submission documents must be submitted through [My Government Online](#). Instructions on how to create an account and submit online can be found [here](#). Incomplete applications and/or checklists submitted through the online portal will be returned to the applicant. All items listed in Sections A, B and C must be provided with NRI/FSD plan submittals. Complete the appropriate Section of D, E, and F if there is forest on site. The NRI/FSD plan review period is 30 days from when the application package is accepted for review by Forestry. Each re-submission generates another 30-day review period. Re-submittal fees may apply.

A) Application Section

1. _____ Submission package including all required plans

B) Submission Requirements

1. _____ NRI/FSD plan
2. _____ For SFD's, one copy of the Erosion and Sediment Control Plan

C) NRI/FSD Plan

1. _____ Property boundaries
2. _____ Topography
3. _____ Preliminary forest conservation worksheet
4. _____ Minimum tree cover requirement
5. _____ North arrow
6. _____ Legend
7. _____ 1:2000 scale Site Vicinity Map
8. _____ Forest stand boundaries
9. _____ Tree lines extended off site
10. _____ Survey location of all significant trees including street trees and associated CRZ's shown on plan view. Any significant tree that counted for either forest conservation credit or significant tree replacement credit from a previously approved FCP should be identified with a different symbol.
11. _____ For sites that have a previously approved FCP show location, type, size, condition, CRZ of all trees less than 12" DBH counting toward forest conservation or significant tree replacement including a symbol for any missing trees.
12. _____ CRZ's of off site trees extending into tract area including type, size, and condition listed on a separate summary table. An estimate of the tree's size and condition rating can be made if the tree is not accessible.
13. _____ Individual tree summary table for all trees from items 10 and 11 above, listing tree condition (CTLA ratings), size (measured in accordance with CTLA guide), botanical and common name, and remarks shown on plan and submitted separately on 8 1/2" by 11" sheets
14. _____ Ephemeral, perennial and intermittent streams and associated buffers
15. _____ 100-year flood plain and building restriction line (BRL)
16. _____ Wetlands with buffer
17. _____ Park buffers
18. _____ Soils
 - a. _____ Hydric soils
 - b. _____ Erodible, unsafe, unsuitable soils
19. _____ Steep slopes
20. _____ Rare, threatened or endangered (RTE) plant and wildlife species and species in need of conservation (include copy of response from DNR)

Section C continued on next page

NRI/FSD Checklist

21. _____ Non native and invasive plant statement to include types of plants and amount present. Plant location graphically delineated on plan
22. _____ Public utilities (underground and above), existing structures, transportation rights-of-way, and all existing easements
23. _____ Existing site improvements such as buildings, sidewalks, patios, sheds, driveways, etc.
24. _____ Adjacent land use and all structures within 50 feet of property line
25. _____ Designated City of Rockville Historic District
26. _____ Building or structure in the City of Rockville Historic Building Catalog
27. _____ Known archeological site
28. _____ Stamp and original signature of qualified plan preparer

D) Simplified Forest Stand Delineation (if applicable per FC Manual)

1. _____ Field verified forest edge
2. _____ Proposed limits of disturbance
3. _____ Proposed long term protection/FCE areas
4. _____ Dominant species and forest association
5. _____ Documentation establishing no activity within the CRZ of any significant tree

E) Intermediate Forest Stand Delineation (if applicable per FC Manual)

1. _____ All applicable information from Section D
2. _____ Past and present management of existing forest, i.e. thinning, and significant trees, i.e. pruning
3. _____ Recommendations for management after disturbance
4. _____ Walk through statement of forest including tree types, size class of canopy, understory, shrub layer, herbaceous layer and non native and invasive vegetation present.
5. _____ Graphically show area of forest preserved to the break-even point

F) Full Forest Stand Delineation (if applicable per FC Manual)

1. _____ All applicable information from Sections D and E
2. _____ Forest stand locations, descriptions, boundaries and acreages
3. _____ Field sampling points and sampling techniques including data sheets
4. _____ Location of priority planting areas and retention areas
5. _____ Stand summary analysis including size classes, total number of tree species, number of trees per acre, common understory plants, presence of non native and invasive plants, forest structure rating, soil type, and hydrology
6. _____ Narrative of forest stand conditions and environmental features including retention potential, past management and forest structure
7. _____ Written evaluation of retention and disturbed areas with recommendations for mitigation and management

Additional Requirements:

Comments:

Date	Name of Firm Preparing Plan

Signature of Plan Preparer	Type or Print Name

Plan Preparer Qualification and license number if applicable

Checklist updated November 2024