

FOREST CONSERVATION EASEMENT MODIFICATION APPLICATION AND SUBMISSION CHECKLIST

A pre-submission meeting is required to identify the Submission Checklist and Narrative Checklist items that would be relevant to and required for a specific site/project application.

Date Submitted: _____

PROJECT CONTACT

Name: _____ Company: _____

Email: _____ Phone: _____

SITE INFORMATION & PROJECT DETAILS

Address: _____

Site or Project Name: _____

Total Area of Existing Forest Conservation Easement(s): _____

Date(s) of Establishment of Existing Forest Conservation Easement(s): _____

TYPE OF MODIFICATION REQUEST (per Article 7, §44-8 (a))

(Indicate and complete supplemental information for all that apply)

_____ Expansion of an existing easement with no reduction to the easement

Total proposed expansion (sq. ft./acres): _____

_____ Less than 5,000 sq. ft. of modification to an easement of at least 15,000 sq. ft.

Total proposed expansion (sq. ft./acres): _____

Total proposed reduction (sq. ft./acres): _____

Net proposed modification (sq. ft./acres): _____

_____ 5,000 square feet or greater modification to an easement of at least 15,000 square feet

Total proposed expansion (sq. ft./acres): _____

Total proposed reduction (sq. ft./acres): _____

Proposed new on-site or off-site easement(s) (sq. ft./acres): _____

Net proposed modification (sq. ft./acres): _____

_____ Modification to an easement established as part of a previous approval by the Planning Commission

Date of previous Planning Commission approval: _____

PURPOSE OF REQUEST (per Article 7, §44-8 (b))

(Select all that apply and describe in Forest Conservation Easement Modification Narrative)

- ☐ Expansion of an easement
- ☐ Correction of oversight or error
- ☐ Modification to address an environmental problem or public safety issue
- ☐ Modification to accomplish a public benefit

SUBMISSION CHECKLIST (per Article 7, §44-8 (a))

(Indicate X or N/A Below; All materials should be submitted electronically)

- ☐ Forest Conservation Application
- ☐ Letter to the Planning Commission requesting a Forest Conservation Easement modification (required for modifications that require Planning Commission approval)
- ☐ Previously Approved Forest Stand Delineation(s)
- ☐ Previously Approved Forest Conservation Plan(s)
- ☐ Recorded Forest Conservation Easement Plat and Recorded Easement and Restrictive Covenants document
- ☐ New Forest Stand Delineation (required for sites where the approved FSD is more than 5 years old; may be required if needed to document changes to existing conditions or demonstrate environmental or public safety issues)
- ☐ Forest Stand Delineation Checklist (required with a New Forest Stand Delineation)
- ☐ New Forest Conservation Plan identifying proposed easement modification(s)
- ☐ Forest Conservation Plan Checklist (required with a New Forest Conservation Plan)
- ☐ Forest Conservation Easement Modification Narrative (see Narrative Checklist)
- ☐ (Optional) Other exhibits or materials documenting the purpose of the request and/or how the request meets the criteria for approval (List other exhibits or materials below)

FOREST CONSERVATION EASEMENT MODIFICATION NARRATIVE CHECKLIST

(Indicate X or N/A below; the narrative should reference the plans, exhibits, or other materials included in the submission.)

- _____ Summary of the purpose of the request
- _____ Overview of existing site conditions and existing forest conservation easement(s)
- _____ Documentation of any oversights or errors in the recorded easement documents
- _____ Documentation of existing environmental issues relevant to the proposal
- _____ Documentation of existing public safety issues relevant to the proposal
- _____ Summary of proposed site development
- _____ Summary of proposed forest conservation easement modifications and proposed forest and/or tree clearing, including reduction or expansion of existing forest conservation easements, proposed forest and/or specimen tree clearing, proposed establishment of new forest conservation easements on or off-site, proposed reforestation or specimen tree mitigation on or off-site, proposed forest management activities, maintenance and monitoring, and/or any other proposed mitigation, forest restoration, or forest enhancements
- _____ Comparison of the existing and proposed easements, including the presence of priority forest stands, forest stand maturity, health, and species diversity, the extent of non-native invasive vegetation, and any other relevant factors
- _____ Narrative demonstrating how the proposal satisfies the Forest Conservation for the requirements for the property, as calculated using the state Forest Conservation Worksheet
- _____ Narrative describing how the proposal follows the required sequence for mitigation under the City Code
- _____ Documentation of the options considered for retaining existing easement(s) intact and justification for selecting the easement modification proposal
- _____ Quantification and summary of proposal's impacts to environmental issues, public safety issues, public benefits, and/or conservation attributes of the property

For more information or questions about Forest Conservation requirements, please contact Rachel Whiteheart by e-mail at rachel.whiteheart@baltimorecity.gov or 410-396-4369.