



DIVISION OF PLANNING AND PERMITTING

FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, MD 21701
Phone (301) 600-3507 • Fax (301) 600-2309

**APPLICATION INFORMATION - FOREST HARVEST OPERATIONS
MINOR LOGGING - STANDARD EROSION AND SEDIMENT CONTROL PLAN
MAJOR LOGGING - CUSTOM PLAN BY LICENSED FORESTER**

We have gone paperless!! This application should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>

Submission Requirements

- 1. Property that is located within the Forest Conservation Zoning District requires a letter from the Frederick County Forestry Board¹
- 2. One copy of the plot plan. A hand drawn plan may be used, but a legal survey is preferred. In all cases, the plans must be legible and include the following:
 - Property Owner name(s) Street Address of property Acreage of the property
 - Limits of disturbed area Entrance to the property North direction arrow
 - Landing Area Haul Roads Skid Trails
 - Existing & Proposed drainage paths Existing & Proposed impervious areas
 - Shape and size of property, including all property lines (and property line dimensions if possible)
 - All natural resources, including; streams, floodplains, ponds, wetlands, etc. and any crossing points.
- 3. Fees are due at the time of application. *(Fees are non-refundable)*
 - Minor Logging / Standard Erosion and Sediment Control Plan for Forest Harvest Operations
 - Review / Inspection Fee ----- \$104.00
 - Soil Conservation District Review Fee ----- \$60.00
 - Total Due ----- **\$164.00**
 - Major Logging / Custom Erosion and Sediment Control Plan for Forest Harvest Operations
 - Review / Inspection Fee ----- \$458.00
 - Soil Conservation District Review Fee ----- \$60.00
 - Total Due ----- **\$518.00**

¹ When applicable, you must contact the Frederick County Forestry Board independently, prior to making this application. They may be reached at:

Frederick County Forestry Board
Executive Secretary, Michael Kay
8602 Gambrill Park Road
Frederick, MD 21702
(301) 473-8417, (301) 473-8577 (Fax)
mike.kay@maryland.gov

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MINOR LOGGING - STANDARD EROSION AND SEDIMENT CONTROL PLAN
MAJOR LOGGING - CUSTOM PLAN BY LICENSCECD FORESTER (Continued)**

PROCEDURES

STEP ONE - APPLY FOR THE APPROPRIATE LOGGING PERMIT

Where to apply: Applications should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>.

When Applications Are Accepted: Applications can be submitted electronically 24/7 via the citizen portal.

STEP TWO - OBTAIN REVIEW APPROVALS

The Minor Logging & Major Logging Applications will be reviewed by Environmental Compliance Section (ECS), Soil Conservation District (SCD) and Zoning. If there are questions or additional information required, you will receive a HOLD notice via email.

ISSUANCE: The Minor or Major Logging Permit package will be emailed to the applicant usually within 24-hours of approval.

STEP THREE - PROVIDE REQUIRED NOTIFICATIONS

- **PRIOR TO START:** Notice shall be provided to ECS staff at least 24-hours prior to any earth disturbance.
- AT PROJECT COMPLETION:** Notice shall be provided to ECS staff within 5 days of completing and stabilizing the earth disturbance. Failure to provide proper notice and receiving a PASSED inspection could result in a permit renewal fee.

CONTACT INFORMATION

Schedule Inspections & General Information	-----	(301) 600-3507
Zoning Planner	-----	(301) 600-1143
Soil Conservation District	-----	(301) 695-2803 x3
Frederick County Forestry Board, Secretary	-----	(301) 473-8477

DIVISION OF PLANNING AND PERMITTING
 DEPARTMENT OF PERMITS AND INSPECTIONS
 30 NORTH MARKET STREET
 FREDERICK, MARYLAND 21701



A/P#
Date Taken:
Taken By:

GENERAL INFORMATION: (301) 600-3474

FOREST HARVEST OPERATIONS - PERMIT APPLICATION

- MINOR LOGGING / STANDARD EROSION AND SEDIMENT CONTROL PLAN**
 MAJOR LOGGING / CUSTOM PLAN PREPARED BY LICENSED FORESTER

CONTACT INFORMATION

PROPERTY OWNER

Name(s):

Current street address for above person(s):

City: State: Zip:

Telephone No:

Mobile Telephone No:

E-mail Address:

FORESTER'S INFORMATION

Forester's Name:

Current street address for above person or company:

City: State: Zip:

Maryland Professional Forester License No:

Contact Person for Forester:

Contact Telephone No:

E-mail Address:

PROPERTY INFORMATION

Current Property Owner(s):

Street Address of Jobsite:

City: State: Zip:

Description of Property Location if NO Assigned Address:

Total Property Area (SF)

8-Digit Property Tax ID #

Is Property Zoned Resource Conservation? YES NO

If YES, a review and approval letter is required from the Frederick County Forestry Board.

OPERATOR'S INFORMATION

Operator's Name:

Current street address for above person or company:

City: State: Zip:

Maryland Forest Product Operator's License No:

Contact Person for Operator:

Contact Telephone No:

E-mail Address:

LOGGING / GRADING DETAILS

The Harvest will be? Clear Cut Selective
 (Check One)

Please Answer The Following with Yes [Y] or No [N]

- (1) Will road cuts/fills be greater than 3-feet?
- (2) Will grades for haul roads be steeper than 15%?
- (3) Will landing slopes be steeper than 10%?
- (4) Will grades for skid trails be steeper than 20%?
- (5) Will there be any stream crossing(s)?

¹ Disturbed Area: (SF)	² Cut/Fill: (CY)	³ Cleared Forest: (SF)
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¹ Defined as surface area (length times width) of any excavating, stockpiling, scraping, grubbing, root mat or top soil disturbance or any combination thereof.

² The measurement of the volume of excavation cut and/or fill as measured by the surface area times depth or height divided by 27.

³ The square footage of a forested area where the proposed removal of trees will result in leaving less than 100 trees per acre, where 50% or more of those trees are 2 inches or greater in caliper. *Forest clearing greater than 20,000 square feet is subject to the Forest Resource Ordinance (FRO) requirements. If applicable, a Declaration of Intent may be used to provide exemption from FRO requirements.

Answering YES to any of the above questions disallows the use of a Minor Logging Standard Plan. In such case you must proceed as with a Major Logging permit and provide a custom designed plan.

FOREST HARVEST OPERATIONS - PERMIT APPLICATION (Continued)
MINOR LOGGING / STANDARD EROSION AND SEDIMENT CONTROL PLAN
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Limitations

IMPORTANT PLEASE READ CAREFULLY

- A.** This standard erosion and sediment control plan may be used instead of a detailed plan for earth disturbances where all of the following conditions are met:
1. No more than 30,000 square feet of earth will be disturbed and no more than 500 cubic yards of cut and/or fill will occur.
 2. No slope steeper than 3 horizontal to 1 vertical (3:1) will be disturbed or created.
 3. Cuts and/or fills will not exceed 10 feet in depth or height.
 4. No earth disturbance shall occur within the limits of the 100-year floodplain of any stream, or 100 feet of any perennial stream.
 5. No earth disturbance shall occur within 25 feet of any nontidal wetland or within 100 feet of any nontidal wetland of special State concern.
 6. The proposed work does not require a State Waterway or Wetland Permit.
 7. There is no contiguous land undergoing development by the same owner, builder, developer.

Conditions

- A.** Nothing herein relieves the applicant from complying with any and all federal, State and local requirements(e.g., Stormwater Management, Forest Conservation, Grading, etc.).
- B.** Duly authorized representatives of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials, and plan conformance.
- C.** This agreement is subject to revocation by either Frederick County ECS or appropriate SCD whenever determination is made, and notice is given, that the applicant is in violation of County Ordinance and/or the limitations, conditions or requirements specified by this agreement.
- D.** This Agreement is valid for a period of one (1) year and must be renewed at least 60 days prior to expiration.

Requirements

- A.** Erosion and sediment control measures shall be installed prior to any earth disturbance except that necessary for installation of the controls.
- B.** All erosion and sediment control practices shall be installed and maintained according to the criteria contained in the most recent version of the Maryland Standards and specifications for Soil Erosion and Sediment Control.
- C.** All clearing and grading shall be completed in the following sequence:
1. Limit initial clearing and grubbing for the installation of the construction entrance, perimeter controls, and any remaining controls.
 2. Install the stabilized construction entrance, perimeter silt fence, and any other sediment controls.
 3. Provide temporary stabilization of any area that will not be actively graded within seven (7) days.
- D.** All erosion and sediment control devices require continual maintenance. Any controls that are damaged or disturbed shall be restored or repaired before the end of each day.
- E.** Development activities shall not impair any drainage, create an erosion hazard, or create a source of sediment to any adjacent watercourse, wetland or property.
- F.** Any pumping of water must be filtered and done in accordance of "B" above.
- G.** Following initial soil disturbance or re-disturbance, permanent or temporary stabilization shall be completed within three (3) calendar days on the surface areas of all sediment controls, stockpiles, and perimeter slopes: and seven (7) days for all other disturbed area on the site, not being actively graded.

FOREST HARVEST OPERATIONS - PERMIT APPLICATION (Continued)

MINOR LOGGING / STANDARD EROSION AND SEDIMENT CONTROL PLAN

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***NOTE:** Check the applicable box according to the permit type requested. Those applying for Major Logging are not bound by the [Limitations] set forth on this form.

CERTIFICATION AND SIGNATURE OF RESPONSIBLE PERSON

I, the undersigned, do hereby declare that the information contained herein and on any accompanying documentation is true, correct and complete to the best of my knowledge, and that I have the authority to make this application. I further certify that duly authorized representatives of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials and plan conformance. I understand that providing false information or failing to comply with any of the terms and conditions set forth in this or accompanying documents may result in a Stop Work Order, Civil Penalty or Criminal Charges, depending on the severity, at the County's discretion.

Signature of APPLICANT *Date*

Print Name & Title

Signature-SCD Reviewer *Date*

APPROVED
 DENIED

Nothing herein relieves the applicant from complying with all Federal, State and Local regulations that may be involved in conjunction with this application.

DECLARATION OF INTENT

The undersigned owner(s) of the real property described in this application hereby declare my (our) intention to continue and/or place into commercial forestry use. This being done in accordance with the provisions as found in the Frederick County Forest Resource Ordinance (FRO) and COMAR 08.19.01.04 for a period of at least five (5) consecutive, full, taxable years, following the date of the approved site plan or permit.

This declaration grants an exemption for commercial forestry activities under the FRO. If said land does not remain in commercial forestry use, the owner must notify the Frederick County Division of Permit and Development Review. If the owner makes application for an activity, regulated under the FRO, on all or part o the parcel within the five (5) year period, the Division may require the owner to meet the forest conversation threshold, established in the FRO and COMAR 08.19.13 The Division may also assess a noncompliance fee for forested area cut in violation of the forestry exemption.

I (We) declare, under the penalties of law, that this declaration , including any accompanying forms and/or statements, has been examined by me (us) and the information contained here, to the best of my (our) knowledge, information and belief, is true, correct and complete.

Signature of OWNER *Date* *Please Print Name*

I HEREBY CERTIFIY that on this the _____ day of _____, 20_____, before me, the Subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____ known to me (or satisfactorily proven) to be the person(s) who/whose name(s) is/are subscribed to within instrument, and acknowledge the foregoing application to be his/her act for the purposes therein contained.

Witness my hand and Seal

**NOTARIAL
SEAL**

Notary Public Signature

Notary Printed Name

My Commission Expires: _____