



**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 RESOURCE ORDINANCE INSPECTION INFORMATION**

**Submission Requirements**

1. One copy of the Final Forest Conservation Plan Approval letter signed by the FRO Principal Planner.
2. A completed Forest Improvement Protection Agreement (FIPA).

*\* One or both of the following additional documents may also be necessary (See details in the letter referenced in Item #2):*

- A monetary guarantee in the amount specified in the approved cost estimate in a form acceptable to the County.
- A binding long term protective agreement for recordation.

**\*NOTE:** The documents contained in Item #3 are available at the following website:  
<http://www.frederickcountymd.gov/1628/Legal-Documents>

3. Fees are due at the time of application. (*Fees are non-refundable*)
- \$201.00 Minimum Flat Fee - **PLUS**
- 1.1% of the approved cost estimate up to \$30,000.00 - **PLUS**
- 0.55% of the portion of the approved cost estimate over \$30,000.00

**\* NOTE:** There is a \$445.00 fee to modify a FIPA or its associated surety after it has been formally approved and executed by the County.

**FOREST RESOURCE ORDINANCE INSPECTION APPLICATION (Continued)**

**PROCEDURES**

**STEP ONE - APPLY FOR THE FRO INSPECTION APPLICATION**

Where to apply: Applications are accepted at the Department of Permits and Inspections at 30 North Market Street.

Business Hours: Applications are accepted Monday through Friday (excluding County Holidays) between 8:00 AM and 3:30 PM.\*

*\*To assure adequate time to complete your application, please apply prior to 3:00 PM.*

**STEP TWO - OBTAIN REVIEW & APPROVAL OF LEGAL DOCUMENTS**

- Forest Improvement Protection Agreement (FIPA).
  - Monetary guarantee if approved cost estimate exceeds \$1,000.00.
- Binding long term agreement.
  - Title Opinion Letter.                       Recordation at the Frederick County Court House.

ISSUANCE: A Notice of FRO Approval letter will be emailed to the applicant.

Please note: A Pre-installation meeting is required before starting.

**GENERAL INFORMATION - INSPECTIONS REQUIRED AND RELEASE OF GUARANTEE**

- 2-Year FIPA
  - Projects requiring Fence and Signs ONLY
    - 50% of the secured funds may be released upon PASSING an installation inspection.
    - The remaining 50% of secured funds may be released 2-years after PASSING the installation inspection.
  - Projects requiring forestation planting.
    - An initial planting inspection must be PASSED in order to start the 2-Year "Clock"
    - After 1 complete growing season (March-November), the remaining 50% of the secured funds may be released upon PASSING inspection.
- 3-Year FIPA
  - Projects requiring forestation plantings or regeneration.
    - An initial planting inspection must be PASSED in order to start the 3-Year "Clock"
    - After 1 complete growing season (March-November), 25% of the initial amount of the secured funds may be released upon PASSING inspection.
    - After 2 complete growing seasons, an additional 25% of the initial amount of the secured funds may be released upon PASSING inspection.
    - After 3 complete growing seasons, the remaining secured funds may be released upon PASSING inspection.

**CONTACT INFORMATION**

Inspections and General Information ----- (301) 600-3507  
FRO Principal Planner ----- (301) 600-1436

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



A/P#

Process Date:

Taken By:

## FOREST RESOURCE ORDINANCE INSPECTION APPLICATION

### CONTACT INFORMATION

#### PROPERTY OWNER

Name(s):

Current street address for above person(s):

City: State: Zip:

Telephone No:

Mobile Telephone No:

E-mail Address:

#### APPLICANT/CONTRACTOR

Name(s): (ONLY Complete if Applicant is different from Owner)

Current street address for above person or company:

City: State: Zip:

Contact Person for Contractor:

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:

Description of Work:

8-Digit Property Tax ID #

#### FRO DETAILS

Project Name: Project Number:

Approved Cost Estimate Amount: \$

✓ Check Appropriate Box

Passing Inspection required before FIPA

FIPA?  2-YEAR  3-YEAR

Enter Yes or No in Each Applicable Box

Fence & Signs ONLY  Fence & Signs

Regeneration  Plantings

Eradication  Specimen Trees

### 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

\_\_\_\_\_  
 Please Print Name

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