



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

30 North Market Street • Frederick, Maryland 21701 • (301) 600-1138

FRO BANK

Application is made on the Application Portal <https://planningandpermitting.frederickcountymd.gov/>

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\$255.00

Minimum information for plan submittal listed below. Additional code requirements may be applicable and will be reviewed at the time of submission.

Sheet Composition Requirements

1. Vicinity Map (located top right) – Scale 1"=2000', with Tax Map, Parcel and Property Account # shown beneath Map
2. Title Block – Plan Type (Type 1), Plan Title, Project Name, previous names in brackets, Type of Project, situated along..., Election District, Frederick County, and Planning Region (located bottom right corner)
3. Landscape Architect seal or Qualified Professional Certification (located along bottom if possible)
4. North Arrow, Standard Notes (Exhibit J), and Legend(s) (located far right)
5. Owner /Applicant address and phone # (located bottom left)
6. A 4"x4" space (located upper left corner of each sheet)
7. The [Development Review Routing Stamp](#) (located bottom right above title block)
8. Soil Map with Soil Legend (located top right near Vicinity Map) – Scale 1"=1000 or more

Standard General Notes

Standard FRO reference notes for plans that contain FRO easements:

This (These) perpetual Forest Easement(s) is (are) established in accordance with the Frederick County Forest Resource Ordinance (FRO), as specifically set forth in the terms of the recorded FRO easement(s).

- A. The Owner/Developer shall execute a long-term protective FRO Deed of Easement with the County for the areas shown hereon as forest retention and/or forestation.
- B. The Owner/Developer shall schedule and hold a pre-construction meeting with the Environmental Compliance Section of the Division of Planning and Permitting prior to any earth or site disturbance.

For projects utilizing existing forest and/or when planting 1" or 2" stock:

- The Owner/Developer shall execute a two (2) year Forest Improvements and Protection Agreement (FIPA) with the County.

For projects utilizing seedlings, whips, container tubes, or natural regeneration:

- The Owner/Developer shall execute a three (3) year Forest Improvements and Protection Agreement (FIPA) with the County.

Additional Plan Requirements

Minimum information for Submittal

1. Digital Submission (PDF) uploaded per [Electronic Plan Submission Guide](#)
2. Plan Scale – min. 1"= 100', Sheet size – 24"x 36" unless approved by Staff
3. Soil Types (hydric, wet, flooding, prime ag, erodible) denoted on plan on proposed site and 100' beyond the property line
4. Map of all land holdings involved in the application
5. Match line shown and labeled per Plan view sheet – for a 2 or more plan view sheet submittal
6. Existing information labeled and shown as dashed lines, extended 100' beyond the property line
7. Proposed information labeled and shown as solid lines

8. Existing and proposed topography labeled (elevations)
9. Existing natural features – steep slopes, rock outcrops, wooded areas, including specimen trees
10. 100-year Floodplain, wetlands, streams, and all applicable buffers
11. Steep slopes (25% and greater) delineated and hatched
12. Specimen Trees (dbh 30" or greater)
13. Critical Root Zones (CRZ's)
14. Adjacent Land Uses
15. Historic and Cultural Resources
16. Critical Habitats
17. Current Forest & Unforested
18. FRO Tracking Data
19. Forest Stand Locations
20. Sampling Points
21. Tree lines
22. Protective Devices
23. Retention Areas
24. Reforestation Areas
25. Forest Conservation Easements
26. Planting Plan
27. Cost Estimate
28. Narrative (see NRI/FSD checklist)
29. Standard FRO Notes (Exhibit J)

PAYMENTS: Payment may be made online using the Application Portal. You may also mail a check to the Department of Development Review and Planning, 30 North Market Street, Frederick, Maryland, 21701 or in person. Please make check payable to Frederick County and reference the Project Number. Fees may not be paid until notice to pay fees is received.