

Logging permits are required for all timber harvesting operations. The plan should NOT include any improvements (wells, perc. sites, gravel roads, etc.), change in land use or new development. The forest harvest area must remain as woodland and restored to the pre-harvest condition.

Logging Application Process

1. Create a portal account through the CIVICS portal system: [CIVICS Portal](#).
2. Apply for a logging permit and complete all the required fields: check condition(s) box (if applicable), select type of logging operation (clear cut or selective harvest), check Resource Conservation box (if applicable), cut/fill- this is the total cubic yards (length x width x depth in sqft. divided by 27) of grading required for all skid trails, haul roads and landing areas. Square footage of disturbed area (length x width) for any haul roads, skid trails and landing areas that do not exist and need to be constructed. Square footage (length x width) of all areas of forest to be removed for the construction of haul roads, skid trails and landing areas.

Minor logging permits are applicable under the conditions of the Standard Plan Agreement. Paper application with signed/notarized DOI and map will suffice for submission if the following conditions are met.

- Roads cuts and fills are 3' or less.
- Grades for haul roads do not exceed 15%
- Landing areas are located on slopes 10% or less
- Grades for skid trails do not exceed 20%
- The site has no stream crossings.
- Only one parcel is being used for access or logged.

Major logging permits are required for all the following:

- When any one of the conditions for the Standard Plan Agreement cannot be met*
- The total earth disturbance exceeds 30,000sqft. and/or 500cuyds of cut/fill*
- Multiple parcels will be harvested or used for access.

*A custom plan prepared by a licensed forester will be required

Make sure to select 'Yes' when section is complete. If not, the permit will not process.

3. Documents to be uploaded as part of the application process:

- A. Completed paper application (MNL/MJL/SPA Page 1 of 3) with signed and notarized Declaration of Intent Document (MNL/MJL/SPA Page 3 of 3).
[Minor / Major Logging Permit Application and Information.xlsx](#)
- B. SDAT record of the property or properties being harvested.
- C. Forest harvest map showing all the following: limits of harvest area/disturbed area, haul roads, skid trails, landing area, access from nearest road, north direction arrow (not required if using the County provided mapping software), property lines and all existing natural resources (with buffers, if applicable). Instructions on how to create a map showing all the existing features and property information is included.

Other documents, as applicable, may include: outside agency approval documents, letter of permission (access) and/or a custom plan provided by a licensed forester.

*****Non-County approvals required prior to permit issuance*****

-If the property is zoned Resource Conservation, a Forestry Board Approval Letter will be required. [ForestryBoard.org](#)

-If there is a proposed stream crossing or fill placement within an identified wetland, an MDE authorization letter will be required. [Wetlands and Waterways](#)

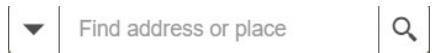
Creating a Forest Harvest Map

To create a logging or simple site plan that shows the following:

- Property Lines
- Roads
- Contours
- Flooding Soils
- FEMA Floodplains
- Wetlands
- Waters of the U.S.
- Steep Slopes
- Aerial Image
- Resource Conservation Area (indicated by green dots)

Go to Frederick County Natural Resources Explorer, which can be found at the following link:
www.frederickcountymd.gov/nrmap.

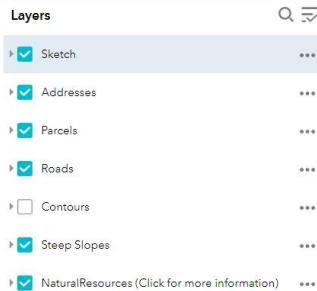
Use the Search Tool found at the top left-hand corner of the window, type in the address and click the magnifier icon. If the parcel does not have an address, you will need to use the zoom tools to locate (type in the nearest address).



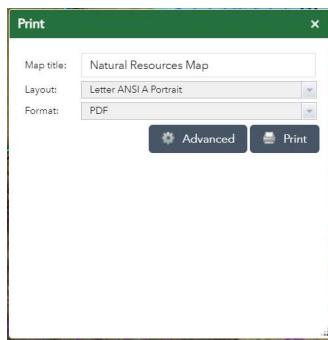
After the parcel has been located, some panning and zooming adjustment maybe required. Panning around the view window can be done using a mouse (need to hold down the left or right button) or arrow keys and zooming in and out can be accomplished using one the following methods:

- The mouse wheel will allow zoom in and out adjustments to the view.
A small square button with a white plus sign inside, representing a zoom in function.
- Using the  button on the top left-hand corner of the viewing window.
A small square button with a white minus sign inside, representing a zoom out function.

All the needed mapping layers need to be visible on the mapping view. On the left-hand side of the Natural Resources Explorer browser is the Layers List. Layers List can be used to manage the map view layers by turning the layers on or off by clicking on the individual layer (layers are off if there is no checkmark next to the layer name). The contour layer is the only layer that is turned off when you log into the Frederick County Natural Resources Explorer. All layers should be checked.



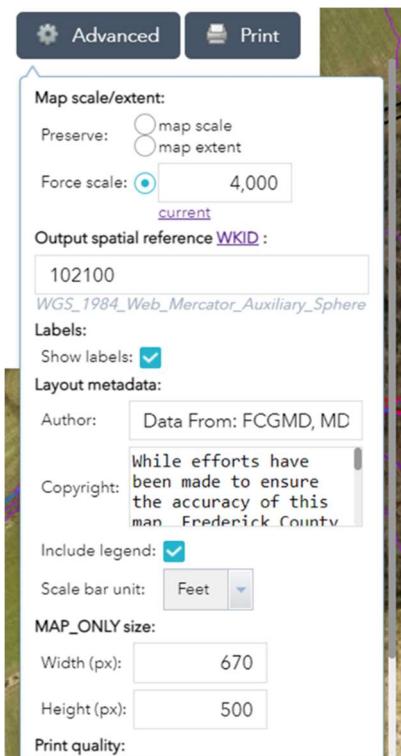
Once all required features are shown, the map can be printed. Click on the print button below the search bar. After clicking on the print button, the Print Box will populate. The following options can be edited within the print box: Map Title, Layout, and Print Format. Recommend only editing the Map Title and opening the Advanced Button.



GIS is currently working on a simple map print function that allows what is viewed on the screen to be printed. In the interim there are two options to print a map.

1. Use the print screen function, paste to a word document, save as a PDF and then print a hard copy.
2. Click on force scale (see example below) beginning with 4,000 and change in increments of 1,000 up or down to fit the entire image to be printed. Increasing the units will show a greater land area.

Under the Advanced button, the scale can be modified, a legend can be added and scale bar units can be modified.



Once the fields under the advanced tab are completed using option 2 above, press the print button and a PDF will be created.

Click on the PDF icon once created and then print to a hard copy. Please print in color and draw by hand all the required features indicated above under 3C (tools should be forthcoming soon to allow for a digital mark-up).

The final step is to scan the completed harvest map in color and upload to the logging permit for review. The regulatory reviewers include: Zoning, Environmental Compliance and Soil Conservation District.

If you have any questions please contact Nathaniel Krause, 301-600-1137, nkrause@frederickcountymd.gov or Eric Dodson, 301-600-3507, edodson@frederickcountymd.gov