

NRI CHECKLIST
FOR PREPARATION AND REVIEW OF
NATURAL RESOURCE INVENTORIES

A Natural Resource Inventory submission package includes, at a minimum, an NRI plan, FSD text, an application form, a completed checklist, and, if applicable, a wetland study or floodplain study as provided or approved by Prince George's County. For guidelines on the preparation of Natural Resource Inventory plans and the submission of NRI application packages, refer to Part B, "Guidelines for the Preparation, Review, and Approval of Natural Resource Inventories" found in the "Woodland and Wildlife Habitat Conservation Ordinance Technical Manual."

All lines on the checklist must either be checked or marked as "N/A" for not applicable. Use N/A for features that do not exist on or adjacent to the subject property. If a feature is not shown, provide a comment regarding why that feature is not shown.

Site/Project Name: _____ Date: _____

Prepared by: _____
 Typed name Signature

 Phone e-mail address

I. Natural Resource Inventory Plan

Information Type	Included Y/N	Comment
A General Information		
Plan labeled as a Natural Resource Inventory Plan.		
A vicinity map showing the location of the site in relation to major and adjacent roadways at a minimum scale of 1"=2000'. The vicinity map should include a north arrow and a scale.		
A plan view showing the entire legal boundaries of all lot(s) and/or parcel(s) included in the application at a minimum scale of 1" = 100'.		
Deeds verifying recorded property boundaries only if the property boundaries do not match the state property layer or the County GIS property layer.		
A table of site statistics that includes: the total acreage of the subject property; the total acreage of woodland on-site; the total acreage of floodplain on-site; and the total acreage of woodland within the floodplain on-site. All acreages should be to the nearest hundredth of an acre.		
Topographic contours (interval = 2 feet).		
All existing structures and site features including cultural features, historic sites and easements, and any visible foundations or ruins.		
All existing utilities, utility easements and Master Planned rights-of-way.		
Legend containing all features shown on the plan. (Using EPS standard symbols)		
A north arrow and scale.		
Labels and shading (Per EPS Standards)		
Qualified professional certification with name, address, phone number, email, stamp (if applicable), signature, and date of plan certification on each sheet.		
General notes section that follows the standard note language (see p. 4 of this checklist).		
M-NCPPC signature blocks on each sheet of the NRI plan (EPS standard for NRI)		

I. Natural Resource Inventory Plan (continued)

Information Type		Included Y/N	Comment
B	Environmental Features		
	Banks of all regulated streams or a centerline if the banks are too close together.		
	Location of stream buffers.		
	Location of the Primary Management Area.		
	Location of all wetlands and wetland buffers.		
	Location of expanded wetland buffers.		
	Delineation of the approved 100-year floodplain.		
	Location of existing Critical Habitat Areas for rare, threatened, and endangered species.		
	Existing environmental features extending off the property 100 feet in all directions.		
C	Soil and Slope Information		
	Locations of mapping units within each soil series shown on the plan to scale, using standard soils boundary symbol per EPS standards.		
	Table stating the mapping unit name and description, k-factor, hydric rating, hydrologic soil group, and drainage class.		
	Location of steep slopes (15% and greater) clearly shown on the plan and in the legend.		
D	Forest Stand Delineation Information (to be shown on the plan)		
	Existing woodland and trees on the property and extending off the property 100 feet in all directions.		
	Forest stand boundaries and stand acreages to the nearest one-hundredth of an acre.		
	Field sample point locations in adequate numbers and locations to delineate separate stands.		
	Locations of specimen, champion and historic trees and their critical root zones.		
	Table of specimen, champion and historic trees stating field flag number, common name, scientific name, size (in dbh), condition, and condition comments.		
	Location of Forest Interior Dwelling Species (FIDS) habitat and associated 300 foot-wide buffer.		
	Forest stand summary table including all required information.		

II. Wetland Study Information

Feature		Included	Comment
A	Wetland Delineation Map		
	Location of all regulated streams and wetlands on-site and within 100 feet of the subject property.		
	Map showing the sample points and flagged delineations.		
	Note stating whether the flagging points are based on field or survey locations.		
	Topographic contours (interval = 2 feet).		
	Plan prepared at the same scale at which the NRI plan was prepared.		
	Prepared, signed, and dated by a professional who has completed an ACOE approved training course in wetland delineation.		
B	Wetland Study		
	Study text and data sheets for each sample point (signed and dated).		
	Color Photocopies of the NWI map, the MDDNR Wetland Guidance Map, and the soil survey (<i>Note: if a wetland study is not required, these photocopies should be included in the Forest Stand Delineation Report</i>).		
	Prepared, signed, and dated by a professional who has completed an ACOE approved training course in wetland delineation.		

III. Forest Stand Delineation Text (Report must include ALL of the following)

Feature	Included Y/N	Comment
A Narrative that briefly describes the forest conditions, including:		
Cover sheet (Must include Title, Date and Certification by Qualified Professional).		
Brief introduction describing location of the site, total acreage (to the nearest one-hundredth of an acre), zoning, current condition of the property (Partially developed? Undeveloped?)		
A statement indicating the sampling methodology and equipment used for data collection.		
A statement of the total woodland to the nearest one-hundredth of an acre.		
A statement of the existing condition of each stand including a description of composition, structure, and condition, as well as retention potential and comments on stand history .		
Description of other environmental or cultural features which may impact decisions on forest retention.		
A statement regarding the presence or absence of rare, threatened, or endangered species including the source of this information (SSPRA layer or Letter from Maryland Natural Heritage Program).		
A statement regarding the presence or absence of specimen, champion and historic trees including condition comments that may affect retention potential.		
A statement regarding the soils (including the mapping unit name and description, k-factor, hydric rating, hydrologic soil group, and drainage class).		
Prepared by a licensed landscape architect, licensed forester or a current MDDNR qualified professional, and signed and dated by that person. If this person differs from the qualified professional submitting the NRI plan, the Forest Stand Delineation text must also be signed and dated by the qualified professional submitting the NRI plan.		
<i>If a wetland study is not required, color photocopies of the NWI map, the MDDNR Wetland Guidance Map, and the soil survey (otherwise, these materials should be included with the wetland study).</i>		
B Field data sheets,* including:		
Diameter and species of trees sampled.		
Number of living trees and dead trees per acre.		
Percent canopy closure and number of species in canopy.		
Percent of understory coverage (3'-20'), dominant understory species, number of species.		
Percent of herbaceous coverage (0'-3'), dominant herbaceous species, number of species.		
Percent of invasive species in canopy, understory, and herbaceous including species present.		
* "Woodland and Wildlife Habitat Conservation Ordinance Technical Manual", Appendix A-1 or equivalent.		
C Forest analysis worksheets**for each stand including:		
Structure analysis		
Condition analysis		
Location analysis		
Stand function		
Forest retention summary analysis (Summary table of ALL stands must be shown on the plan)		
** "Woodland and Wildlife Habitat Conservation Ordinance Technical Manual", Appendix A-1 or equivalent.		

D	Stand summary sheets*** including:		
	Dominant/Codominant species.		
	Successional stage		
	Basal area in s.f. per acre		
	Size class of dominant species		
	Percent canopy coverage		
	Number of tree species per acre		
	Common understory species per acre		
	Percent of understory cover 3' to 20' tall		
	Number of woody plant species 3' to 20' tall		
	Common herbaceous species 0' to 3' tall		
	Percent of herbaceous and woody plant cover 0' to 3' tall		
	List of major invasive plant species and percent of cover		
	Number of standing dead trees 6"DBH or greater		
	Forest Structure Rating Score		
*** "Woodland and Wildlife Habitat Conservation Ordinance Technical Manual", Appendix A-1 or equivalent.			

NATURAL RESOURCE INVENTORY – GENERAL NOTES

The following notes must be provided on all Natural Resource Inventories with all blanks filled in.

1. This site is zoned (insert zone) and is located in the (Rural/ Developing/ Developed) Tier as defined in the Approved General Plan.
2. The source of the property boundaries on this plan is from (state source as state property layer, deeds, or boundary survey.) (If deeds- list Liber and Folio and provide copies).
3. The topography shown on this plan is from (state source, date, and manner in which the information was obtained).
4. The source of the soils information on this plan is from the USDA NRCS Web Soil Survey (WSS) in a Custom Soil Resource Report for an Area of Interest (AOI) established for the subject site only and generated on (include date report was generated).
5. The county regulated 100-year floodplain information on this plan is from (state source from choices below):
 - a) If the source is a floodplain easement less than 10 years old, then provide a copy of the easement and provide the easement recordation information. Such as "... an easement recorded in the land records at (list Liber and Folio)."
 - b) If the source is a county watershed study, then provide the name of the study and relevant plate number. Such as "... (Insert watershed study name) watershed study, plate number (insert plate number)."
 - c) If the source is a floodplain study prepared by DPW&T, then provide the number and date of approval. Such as "...DPW&T Floodplain Study Number (insert number), approved (insert date)."
 - d) If the source is a floodplain study prepared by an engineer and approved by DPW&T, then provide the number, the name of the engineering firm responsible for preparing the study, and the date of approval. Such as "Floodplain Study Number (insert number), prepared by (insert name of engineering firm), approved by DPW&T (insert date)."
 - e) If the source is a delineation prepared by an engineer that has not yet been approved by DPW&T, then provide the name of the engineer, and the engineering company responsible for the delineation, and a statement regarding their qualifications to do so, such as: "... a delineation prepared by (insert name of engineer and qualifications – for example Tom Jones, P.E., water resources engineer), (insert company name). An approved floodplain study may be required during subsequent development review processes." This statement must be accompanied by the engineer's seal and signature adjacent to this note on the plan.

OR, if no floodplain is located on-site, use the following note:
No county regulated 100-year floodplain is located on-site per (state source from choices below):

 - a) If verified in writing by DPW&T, then provide the date of verification and a copy of the letter. Such as "...DPW&T letter of verification dated (insert date)."
 - b) If no county regulated 100-year floodplain is located on-site because the drainage area to the site is less than 50-acres, then provide the name of the engineer, and the engineering company responsible for determining the drainage area, and a statement regarding their qualifications to do so, such as: "... a drainage area of less than 50-acres as verified by (insert name of engineer and qualifications – for example Tom Jones, P.E., water resources engineer), (insert company name). Written verification from DER may be required during subsequent development review processes." This statement must be accompanied by the engineer's seal and signature adjacent to this note on the plan.
6. The wetland and stream information on this plan is from a study prepared by (state name of professional qualified to prepare the study) in a study dated (state date of preparation of the study).

OR, if no wetlands or streams are located on-site, use the following note:

- No wetlands or streams are located on-site as field verified by (state name of professional qualified to make such a determination in the field).
7. This site (does/ does not) contain Wetlands of Special State Concern as defined in COMAR 26.23.06.01.
 8. This site (does/ does not) contain a Tier II waterbody as defined in COMAR 26.08.02.04.
 9. This site (is/ is not) located within a Stronghold Watershed as established by the MD DNR.
 10. This site (is/is not) within a Sensitive Species Protection Review Area based on a review of the SSPRA GIS layer prepared by the Heritage and Wildlife Service, Maryland Department of Natural Resources.
OR, if a letter has been obtained from the Maryland Department of Natural Resource Natural Heritage Program, use the following note:
In a letter dated (insert date) the Maryland Department of Natural Resource Natural Heritage Program has determined (insert information from the letter).
 11. The site (does/does not) include Forest Interior Dwelling Species habitat.
 12. The site is not subject to a previously approved TCP.
OR, if the subject property is subject to a previously approved TCP/TCP's use the following note:
The site is subject to previously approved TCP's. Previously approved TCP's include: (state TCP identification number/s).
 13. There are (state the number of trees) specimen, champion and/or historic trees located on the property. These trees were located using (state method of location - field observations or surveyed locations).
OR, if there are no specimen, champion or historic trees on the property use the following note:
There are no specimen, champion or historic trees located on the property.
 14. There are no scenic or historic roads located on or adjacent to this property.
OR, if scenic or historic roads are located in the vicinity of the subject site use the following note:
The site is (describe location – abutting, adjacent to, etc. – insert name of road), a designated (list designation as scenic, historic, or both) road in the vicinity of the property.
 15. The subject property is not located within a Registered Historic District.
OR, if the subject property is located within a Registered Historic District use the following note:
(The subject property/ a portion of the subject property) is located within the (state the name and inventory number of the Registered Historic District).
 16. There are no known archeological sites located on the subject property; however, the subject property has not been surveyed for archeological resources and a Phase I archeology report may be required during subsequent development review processes.
If the subject property has a known archeological site use the following note:
Archeological site (insert registration number), registered with the state is located on-site. Further archeological investigations (Phase II or Phase III) may be required during subsequent development review processes.
 17. Marlboro clay and Christiana complex are not found to occur on or within the vicinity of this property.
OR, if Marlboro clay or Christiana complex are mapped on or in the vicinity of the subject property use the following note:
Marlboro clay (and/or Christiana complex) is/are found to occur on or within the vicinity of this property. As such, the property may be subject to regulation by Section 24-131 of the Subdivision Regulations.
 18. The site is not located in the vicinity of any master planned roadway designated as arterial or higher.
OR, if the site is located in the vicinity of a master planned roadway designated as arterial or higher use the following note.
The site is located in the vicinity of (abutting/ adjacent to - name of road), a master planned (state designation - arterial or higher) roadway that is regulated for noise. A noise study may be required during subsequent development review processes.
 19. The subject property is not located within the 2008 Air Installation Compatible Use Zone

(AICUZ) Study for Andrews Air Force Base.

OR, if the property is located within the AICUZ use the following note:

(The subject property/ a portion of the subject property) is located within the (dba level) dba noise contour as found in the 2008 Air Installation Compatible Use Zone (AICUZ) Study for Andrews Air Force Base.

20. The site is not located within an Aviation Policy Area (APA).

OR, if the property is located within an APA area use the following note:

The site lies within the Aviation Policy Area (APA) of (insert airport name) Airport and is subject to compliance with APA regulations under CB-51-2002.

21. The site is not located within the Chesapeake Bay Critical Area (CBCA).

OR if the property is located within the CBCA use the following note:

The site lies within the (insert CBCA designation as L-D-O, R-C-O, or I-D-O) overlay zone of Chesapeake Bay Critical Area (CBCA).

22. An approved NRI is valid for five years from the date of signature by staff, or until information used to prepare the NRI changes. NRIs will be required to be revised and re-approved if the base information changes significantly. Approval of this NRI in no way imparts any other development application approvals.



APPLICATION FORM FOR NRIs ONLY

APPLICANTS DO NOT WRITE IN THIS SPACE:

Date Received: _____ Reviewed for Acceptance By: _____ NRI No.: _____
 Application Package Complete: ___ YES ___ NO (incomplete applications must be returned) Date Returned: _____
 Reason for return of the package: _____
 Agent/Contact Notified: _____ (date) VIA _____ (method)
 Dated Accepted: _____ Reviewer Assigned: _____ Due Date: _____ (30 days from acceptance date)

PROPERTY OR PROJECT NAME:		
Geographic Location (related to or near major intersection):		
Street Address (if applicable)		
Companion Case(s) and/or Previous Approvals: (TCP1, TCP2, Preliminary Plan, Site Plan or Special Exception)		
Total Area (acres):	Tax Map/Grid:	WSSC Grid:
Council District:	Election District:	Planning Area:
Municipality:	Current Zone:	Overlay Zone:

PACKAGE CONTENTS CHECKLIST		
each box must either be checked or listed as "N/A" for not applicable		
____ (1) copy of the NRI Preparation Checklist (signed)	____ (2) copies of the Wetlands Study Text (signed) ____ (2) copies of the Wetlands Delineation Map (signed)	____ (2) copies of the FSD Text (signed) ____ Standard Letter of Exemption Requested
____ (3) copies of the NRI Map (signed)	____ (2) copies of the 100-year Floodplain Study and/ or notations on the NRI Map stating the source	____ (2) copies of any other information provided by the applicant (and listed here): _____
____ (2) dated copies of the USDA NRCS Web Soil Survey (WSS) Custom Soil Resource Report		

Proposed Use of Property and/or Future Request:

Applicant Name and Address:	Agent/Contact Person, Company Name, Address, Phone Number, Fax AND E-Mail (all required):
Owner Name and Address:	

SIGNATURE (Signature required is either the property owner OR the property owner's authorized representative)

Signature Date Relationship to Property Owner

Printed Name

Suggested Format for Wetland Delineation Study

Wetland Study

for

Name of Project

Prepared for:

Name of Developer or Owner
Address
Phone Number

Prepared by:

Name of Consultant or Preparer
Address
Phone Number
Fax Number
Email address

Certification

Certification statement by qualified professional

Signature _____ Date _____

I. SITE LOCATION AND CONDITIONS

Description of the property including the area, location and relationship to the nearest major road, current use, and adjoining uses. Description of any structural remains or existing constructed features on-site. (Include ADC Map or other location map at the end of report)

Latitude and Longitude coordinates provided as required by the United States Army Corps of Engineers, for the purpose of providing a jurisdictional determination.

II. EQUIPMENT USED

Description of the equipment used in the on-site assessment of the property, to determine the findings reported on the data sheets.

III. METHODOLOGY

Description of the prescribed methodology cited in the current U.S. Army Corps of Engineers, Wetland Delineation Manual. Include a brief description of the analysis performed using this methodology. In addition to confirming or denying the presence of wetlands on the property, other regulated waters such as ponds, lakes, streams, and rivers should also be evaluated. Describe the number of data sheets completed during the field delineation to document both wetland and non-wetland characteristics encountered. Data points must be shown on the Wetland Delineation Plan.

(Include all data sheets and photos in Appendix A)

IV. RESEARCH OF AVAILABLE DOCUMENTS

A. National Wetland Inventory Map

The National Wetland Inventory (NWI) is a United States Fish and Wildlife Service document that correlates the use of aerial photographs with limited on-site analysis. Cite the NWI map for the property and indicate any presence of wetland classifications per the map and their descriptions. (Include the NWI map at the end of the report).

B. Prince George's County Soil Survey

Description of soil types and source, (Prince George's County Soils Survey) Reference the soils table and soils map for the subject property. (Included at the end of the report).

C. Maryland Non-tidal Wetland Guidance Maps

Describe any locations of "Wetlands of Special State Concern" shown on the Wetland Guidance Map provided by the Maryland Department of Natural Resources (DNR) for Prince George's County. Report any of these special wetlands located on and within one (1) mile of the subject property. If none are present, a statement should be made to this fact. (Include Wetlands of Special State Concern Map at the end of the report).

D. Photographs

Describe the color photographs taken at various locations to document the existing site conditions. (Include all photos in the Appendix). The location of each photo and the direction the photo was taken should be illustrated on the Wetland Delineation Plan or on a separate photo exhibit.

IV. ON-SITE ASSESSMENT

A. Hydrology

List the named watershed and the associated tributary. Describe all confirmed hydrology on the site. Include descriptions of all isolated wetland areas and where they are located. If a representative from the Maryland Department of the Environment (MDE) has been to the site and confirmed that any of the areas described are not jurisdictional, this should be noted along with the name of the MDE representative and the date of their site visit. Descriptions of any man-made ditches should also be included.

B. Soils

Describe all soil samples taken throughout the site. Describe indicators of the presence or absence of anaerobic soil conditions. Verify whether the soils found on-site match the mapped soils shown on the current Prince George's County soils survey. The soils found on the property should be described on the data sheets included in Appendix A.

C. Vegetation

Describe all of the vegetation found on the site. Describe the indicator status of the species identified on the site as compared to the National List of Plant Species that occur in Wetlands: Northeast (Region1). Provide specific information on the plant communities on the data sheets included in Appendix A.

V. CONCLUSION

Summarize the on-site evaluation. Describe the determination based on the information gathered. If the findings in the report have been verbally confirmed in the field by a representative of the Maryland Department of the Environment (MDE), include the name of the representative and the date the confirmation was received. Written confirmation may also be required. It should be noted that sensitive environmental features may be regulated by the county that are not regulated by Federal or State agencies based on local/county regulations.

Additional Information Needed for Wetland Study

Site Map- provide 8 ½” x 11” vicinity map (taken from Prince George’s County ADC Map, or similar) (Scale: 1”=2,000’) with outline of property shown and labeled.

Soils Map- provide 8 ½” x 11” dated custom soil resource report for an area of interest (AOI) established for the subject site and generated from the USDA NRCS WSS.

National Wetland Inventory Map- provide 8 ½” x 11” NWI map (Quad) in color (Scale: 1”=2,000’) with outline of property shown and labeled.

Wetlands of Special State Concern Map- provide 8 ½” x 11” Maryland Department of Natural Resources Nontidal Wetland Guidance Map in color

Photographs and Wetland Delineation Data sheets - provide for **ALL** data points. Preferred method is to include two color photographs per 8 ½” x 11” sheet, with each photograph numbered and dated with a brief description of the photo. Following each set of photographs, include all corresponding data sheets for each data point.

Reference Section IV. B for required soil descriptions:

Table 1. Sample Soils Table					
Map Unit Symbol	Map Unit Name	K-Factor (Whole Soil)	Hydric Rating	Hydrologic Soil Group	Drainage Class
AaB	Adelphia silt loam, 2 to 5 percent slopes	0.37	Unknown Hydric	C	Moderately well drained
AcA	Adelphia-Aquasco complex, 0 to 2 percent slopes	0.37	Not Hydric	C	Moderately well drained
AdA	Adelphia-Holmdel complex, 0 to 2 percent slopes	0.37	Partially Hydric	C	Moderately well drained
AdB	Adelphia-Holmdel complex, 2 to 5 percent slopes	0.37	Partially Hydric	C	Moderately well drained

Taken from: USDA, NRCS, Web Soil Survey (WSS) available online at <http://websoilsurvey.nrcs.usda.gov>