DEVELOPMENT REVIEW BULLETIN

Bulletin No. 4-2016

Subject: Electronic Submission of Applications for Type 2 Tree Conservation Plans

Resource: Countywide Planning Division, Environmental Planning Section

Date: May 15, 2018

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Effective immediately, applications for Stand-Alone Type 2 Tree Conservation Plans (TCP2) may be submitted electronically to the Environmental Planning Section (EPS) via **compact disc or USB thumb drive**.

As previously with all hard copy submissions, the electronic application package shall include all required documents as stated on the new TCP2 Plan application.

a) All application materials shall be submitted in portable document format (pdf).
b) The application shall include a cover/transmittal letter **detailing the proposed activity.**
c) The application information that is required to be completed by the applicant shall be filled in completely.
d) No applications will be accepted by e-mail unless previously agreed to by EPS staff.
e) Incomplete applications will not be accepted and **no application will be accepted without the completed General Information Table on the TCP2 Plan (see page 2).**
f) Applications will not be accepted until after the appropriate fee is received (see fee schedule) by the Environmental Planning Section. All payments shall be in the form of a check or money order made payable to M-NCPPC.
g) All incomplete applications will be returned to the contact listed on the application.
h) One copy of each document shall be in a separate file using the appropriate file naming conventions specifying the document type (see Page 2).
i) **One paper copy of the plan shall be submitted directly to EPS before acceptance**.
j) Returned applications will also include a list of the missing information or any other reason(s) the application cannot be accepted.
k) If resubmission is required due to an incomplete package, the applicant must resubmit all required information because **no applications will be held for missing information, and no piecemeal information will be accepted electronically**.
l) Prior to signature approval, one (1) electronic copy and three (3) copies of the final TCP2 plan shall be submitted for signature. One of the copies shall provide a colored highlight or outline of specific woodland conservation/treatment areas as detailed on Page 3.

For final approval, hard copies will be required for signature; however, in some cases, the final plans may be digitally signed and returned by e-mail.

Please note, due to this process, there will be four types of environmental applications that can be obtained from the M-NCPPC EPS webpage. Specifically, the application for the NRI-EL is now separate from the NRI Plan application.:

•   NRI-EL application
•   NRI Plan application
•   TCP2 (stand-alone) application
•   Woodland Conservation Exemption (Standard or Numbered) application

If you have any questions, please contact at 301-952-3650 or ppd-envplanning@ppd.mncppc.org. Development Review Bulletin, May 15, 2018

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Naming Conventions for Electronic Document Files

For electronic submissions, the name of each file attached to an e-mail, or saved to a disc or thumb drive, must be associated with the document type. Below are the naming conventions for each required electronic document/file.

NRI-EL DOCUMENT TYPE	FILE NAME
Natural Resource Inventory Equivalency Letter Application	NRI-EL
Proposed Site Plan[1]	Site Plan
Approved Exemption letter or Application for Letter of Exemption	WCO-EX
Approved Type 2 or Type II Tree Conservation Plan	TCP2
Approved CBCA Conservation Plan	CP
Plat	Plat
Deed	Deed
Other	Other

[1]*For the purposes of NRI-EL and WCO-EX reviews, a proposed site plan consists of a development plan prepared to scale and prepared by a licensed engineer that shows the proposed development and proposed limits of disturbance for the project.*

GENERAL INFORMATION TABLE

The General Information table is required to be shown on the proposed site plan that is to be reviewed with the NRI-EL or WCO-EX application. If submitting an 8.5 x 11-inch proposed site plan, the General Information table may be submitted as a separate document. The information can be found on the PGAtlas.com website. The table below provides the PGAtlas.com layer category, where each specific layer containing the required information can be found.

General Information Table		
Layer Category	**Layer Name**	**Value**
Zone	Zoning (Zone)	
Zone	Aviation Policy Area (APA) [1]	
Administrative	Tax Grid (TMG)	
Administrative	WSSC Grid (Sheet 20)	
Administrative	Planning Area (Plan Area)	
Administrative	Election District (ED)	
Administrative	Councilmanic District (CD)	
Administrative	General Plan 2002 Tier (Tier)	
Administrative	Traffic Analysis Zone (COG) (TAZ-COG)	
Administrative	PG Traffic Analysis Zone (TAZ-PG)	

[1] *If the site is within an APA, enter the name of the airport. If the site is not within an APA, enter "N/A"*

The template for the General Information Table may be found on the M-NCPPC website, under **"Other Tools &Templates."**

Feature Capture Guidelines for Preparation of Final TCP2 Plans

The applicant shall prepare all TCP2 Plans for signature approval to graphically indicate, in color, the boundaries of the specified woodland conservation treatment areas as described below. This step is required **PRIOR TO SIGNATURE APPROVAL**. The areas shall continue to be identified with the required standard symbol in addition to the colored boundary needed to create the electronic geographic data.

Woodland Conservation Treatment Area	Color of Boundary Line
Woodland Preservation Areas – this includes all woodland preservation areas, and preserved specimen/historic trees used as credit toward meeting the woodland conservation requirement.	Green
Woodland Planting Areas – this includes all afforestation areas, reforestation areas, natural regeneration areas, landscape credits, forest enhancement areas, and street trees used as credit to meet the woodland conservation requirement.	Orange
Woodland Retained-Not Credited – this includes all areas of woodland to remain on the site but not counted as credit and not counted as cleared.	Blue