

Guidelines for Completion of the Anne Arundel County Standard Vegetation Management Plan in the Chesapeake Bay Critical Area or a Forest Conservation Area

If any vegetation is planned to be removed within 1000 feet of tidal waterways and their tributaries, or if your property is within a recorded Forest Conservation Easement, the attached Standard Vegetation Management Plan (VMP) must be completed and submitted to the Anne Arundel County Office of Environmental and Cultural Resources for approval prior to beginning work.

All requests for approval **must include a property sketch** indicating the on-site location of the vegetation or individual trees to be removed. Requests submitted without a sketch may be rejected.

Requests for the removal of individual trees (only) that are **submitted with photos** and a narrative description detailing the need for removal may be processed expeditiously.

Individual trees proposed for removal must be marked with flagging, tape or paint for inspection purposes. Do not remove trees or vegetation until a signed/approved copy of the VMP is received.

Post the approved VMP (or have a copy available on-site) when work is being performed. This is required for inspection purposes.

Pruning of trees may only be performed by the homeowner or a State of Maryland **Licensed Tree Expert***. Work not performed to industry standards (ANSI A300) may be reported to the State Department of Natural Resources and/or any other licensing agencies. Topping of trees will not be approved and may be considered to be a violation.

Requests for removal of understory vegetation, including shrub layer and invasive (vine) material, must be identified or noted on the property sketch. Understory vegetation, including invasive vines, is considered habitat. Replacement with native vegetation on an equal area basis will be necessary.

Extraction of root systems, including root systems of invasive vines may not be approved by a vegetation management plan. Extraction of root systems, other than grinding of stumps, constitutes grading and will require application for a Grading Permit or Plan through the Permit Application Center.

If the proposed work is occurring both inside the Critical Area 100-foot buffer, as well as outside the buffer, please indicate as such on the site plan.

If there is an open Building or Grading Permit, the requested VMP may be rejected and the applicant will be instructed to revise the open permit.

If the VMP is for a non-structural, non-impervious pathway a site plan indicating the size and area of work must be submitted. Disturbance for access must be less than 5,000 square feet. Any disturbances greater than 1,000 square feet may be referred to the Grading and Inspections Division.

If you have any questions, please contact the Office of Environmental and Cultural Resources at (410) 222-7441. We are located at 2664 Riva Road, 2nd Floor, Annapolis, MD 21401.

* A list of Licensed Tree Experts may be obtained at the DNR Forest Service Website found at www.dnr.state.md.us/forests/treelaws.asp



STANDARD VEGETATION MANAGEMENT PLAN

For Removing Vegetation in the Critical Area Or within a Recorded Conservation Easement (County Code. Art. 17 §6-3 and Art. 17 §8-6)

Department of Inspections & Permits Forestry Program 2664 Riva Road, P.O. Box 6675 Annapolis, Maryland 21401 Ph:(410)222-7441 F:(410)222-7752

Owner Name: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ FAX: _____

Site Information (if same as mailing address list same) Site Address: _____ City: _____ State: _____ Zip: _____ Subdivision Name: _____ Tax Map: _____, Block: _____, Parcel: _____ Tax Account #: _____ - _____ - _____

Is the proposed work within 100 feet of a tidal waterway, wetland or stream? **Yes**___ **No**___ Is the proposed work in the Critical Area but outside the 100-foot buffer? **Yes**___ **No**___ Is the proposed work outside the Critical Area but within a Forest Conservation Easement? **Yes**___ **No**___ Do any Subdivision Plat notes, community restrictions or Utility Easements affect your property? **Yes**___ **No**___ (If yes, please describe in the narrative description section.)

Active Permit Application Information (Note: Projects with active building and grading permits may be rejected) Building Permit #: _____ Grading Permit#: _____

PROPOSED WORK (Check and Complete Information as Appropriate)

- ___ This plan is for the removal of individual trees greater than 2-inch caliper*. ___ Number of trees to be removed Have trees been marked for field review? **Yes**___ **No**___
- ___ This plan is for the pruning of individual trees ___ Number of trees to be pruned Have trees been marked for field review? **Yes**___ **No**___
- ___ This plan is for the removal of woody vegetation and eradication of the following invasive vegetation: ___ Poison Ivy ___ Greenbriar ___ Grapevine ___ Phragmites ___ Japanese honeysuckle ___ Asiatic Bittersweet ___ English Ivy ___ Other (list):
- ___ This plan is to provide a non-structural access path (less than 6' width) to the water/pier
- ___ This plan is to install a shore erosion protection device or living shoreline
- ___ This plan is to construct a water dependent facility

* Tree Caliper is the trunk diameter measured at ground level

REQUIREMENTS

Plan: Attach a copy of a survey of the site that accurately reflects where individual trees are to be removed or pruned. In lieu of a survey plan provide a sketch drawing in the space indicated and showing the above information. Be sure to include structures, utilities, 100-foot buffer, tidal and non-tidal wetlands, steep slopes, shoreline, woods line, limits of disturbance, replanting types and location and any other special features or sensitive areas.

Narrative: Describe the existing conditions and proposed work to be accomplished, amount of disturbed area, indicate mitigation measures, replanting or enhancement work, number and species of plants to be installed, when the work will be done. If the work is to be phased, indicate scheduling.

Photographic Documentation: Submit photos of the individual trees to be removed. Submit a panoramic view of the buffer area to be covered by this management plan in sufficient detail to **clearly distinguish** the canopy layer, understory layer and shrub layer. If vine control, diseased, dead or declining trees or other problems are an issue, include a representative photograph of those conditions.

STANDARDS

1. Topping of trees is **not permitted**, only pruning using proper horticultural practices
2. Extraction of root systems, including root systems of invasive vines, is **not approved** by this Vegetation Management Plan. A **grading permit** must be applied for in cases requiring earth disturbance.
3. Access to the water/pier must be non-structural and shall be flagged in the field
4. Trees and vegetation removed must be replaced with native plants on an equal basis as may be required.
5. All other required County, State and Federal permits shall be obtained prior to approval of this Plan
6. Within the Critical Area, disturbance shall not exceed 1,000 square feet. Disturbance greater than 1,000 sq. ft. will require a planting plan and security to be posted.
7. For inspection purposes, the **approved Vegetation Management Plan must be available** on-site when approved work is being performed.

INSPECTION NOTES (to be completed by County representative)

Name of Reviewer: _____ Date of Field Inspection (if required) ____/____/____
 ____ Number of trees to be planted or _____ Square feet reforested.
 ____ Number of other plants to be installed.
 Last date for planting requirement to be met. Date _____
 Was a Standard Grading Plan provided to Applicant? Yes ____ No ____
 Additional Notes:

OWNER CERTIFICATION

I certify these statements to be true and accurate and that any trees or vegetation to be removed are on my property. I hereby grant Anne Arundel County officials permission to enter my property for inspection of this Vegetation Management Plan during normal business hours and within six months of the expiration date below.

Landowner Signature _____ Date _____

Submit this application, plan, narrative description, and photographic documentation to:

Anne Arundel County
Department of Inspections and Permits
Forestry Program
P.O. Box 6675, MS 6201
Annapolis, MD 21401

Hand delivery:
 Department of Inspections and Permits
 2664 Riva Road, 2nd Floor
 Annapolis, MD 21401
 Fax: (410) 222-7752

For further information please call (410) 222-7441 or visit www.aacounty.org/IP

FOR OFFICE USE ONLY

Approval information:

This plan is approved as of _____ Expiration Date _____

Signature of authorized County official _____

Property Sketch

(Provide a drawing of your property indicating streets and location of work and individual trees to be removed)

NARRATIVE DESCRIPTION

(Provide written description of work to be performed)