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

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If any vegetation is proposed to be removed within 100 feet of tidal waterways, wetlands, their tributaries, or adjacent steep slopes; or if any portion of the 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 Department of Inspections and Permits / Forestry Program 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) **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 any trees or other 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 alone. Extraction of root systems, other than grinding of stumps, constitutes grading and will require separate application for a Grading Permit or Standard Grading Plan.

If the proposed work is occurring inside the Critical Area 100-foot buffer or expanded buffer, and also outside of the buffer, please indicate as such on the site plan.

If there are open Building or Grading Permit(s), the requested VMP may be rejected and the applicant instructed to revise open permit(s) for the proposed work.

If the VMP is for a non-structural, non-impervious pathway, a site plan indicating the size and area of disturbance must be submitted. Depending on the proposed scope of work, a separate Standard Grading Plan may be required.

If you have any questions, please contact the Forestry Program 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**

ANNE ARUNDEL COUNTY
MARYLAND

STANDARD VEGETATION MANAGEMENT PLAN

For proposed removal of vegetation within the Critical Area buffer; designated Bog area, or within a recorded Forest Conservation Easement

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 tidal waters, wetlands, a tributary stream to those resources and/or adjoining steep slopes? **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/or 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
____ 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 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)

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 / locations 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.

Photographs: Submission of photographic documentation is strongly encouraged. 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. For vine control, diseased, dead or declining trees, or other problems, include a representative photograph of those conditions. **This is particularly important when requesting emergency approvals.**

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, **can not be approved** by this Vegetation Management Plan. Separate Grading approval must be secured 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.
5. Any required State and federal permits shall be obtained prior to approval of this plan.
6. Scope of work may require a separate Forestation Agreement, planting plan and security be posted.
7. For inspection purposes, the approved Vegetation Management Plan must be available on-site when approved work is being performed.

OWNER CERTIFICATION

I/we certify these statements to be true and accurate and that any trees or vegetation to be removed are on my property. I/we hereby grant Anne Arundel County officials permission to enter the subject property for inspection of this Vegetation Management Plan during normal business hours and within six months of the date of expiration. I/we understand failure to conform to approval condition(s) of this plan, including mitigation (replanting) requirements; or to comply with lawful directive(s) to abate violations which arise from work undertaken contrary to this plan, may be cause for future enforcement action(s) to remedy said violations.

Landowner Signature(s)_____ Date_____

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

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

Hand Delivery or FAX:
Department of Inspections and Permits
2664 Riva Road, 2nd Floor
Annapolis, MD 21401

Fax: (410) 222-7752

INSPECTION / AUTHORIZATION NOTES (to be completed by County representative)

Name of Reviewer: _____ Date of Field Inspection (if required)_____

Was a Standard Grading Plan approved as part of this VMP approval? Yes____ No____

Mitigation Requirements:

_____ Number of trees to be planted; or _____Square feet reforested.

Reviewer Notes

_____ Number of other plants to be installed.

Last date for planting requirement to be met: Date_____

Security Posted? Yes ____ / No ____ Amount _____

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)