



**County Executive Steven R. Schuh**

## **Office of Planning and Zoning**

### **Completing the Forestation Agreement Document**

As part of your permit review, you have been required to enter into a Forestation Agreement with the County for either afforestation, reforestation, or to meet storm water management requirements. The Agreement must include a planting plan, a security (refundable after 2 years of plant survival), and a non-refundable inspection fee are required at the time of submission. The required planting may take place after completion of construction or during the appropriate planting season.

#### **1. Completing the Agreement**

- A. On Page 1, DO NOT fill in the date. This is reserved for the date that the Planning and Zoning Officer signs the Agreement.
- B. On Page 1, fill in the names of individual property Owners, or if a legal entity, enter the name of the legal entity, as they appear on the current Deed in the space preceding Owner. Note: Contractors, real estate agents and permit expeditors cannot sign the Agreement.
- C. On Page 1 where provided, enter the street address of the property where the planting will take place. Enter the recording number for the current Deed as well as the Permit No. associated with the planting requirement. Attach a copy of the current Deed with this Agreement.
- D. On Page 1, number 4 is only applicable to property within a Bog; insert N/A unless specifically instructed by the permit reviewer.
- E. On Page 2, complete numbers 6, 7, and 8. The inspection fee and bond amounts are available in the Environmental Review section of the comment letter.
- F. On Page 4, the property Owner(s) should sign and date on the line(s) next to (SEAL). In the case of multiple Owners as shown on the current Deed, ALL property Owners must sign and date.
  - 1. On Page 4, in the case where the Owner is an LLC, the managing member must sign and provide documentation to verify the signing authority. The LLC's Operating Agreement is required. For a Corporation, the President or Vice President must sign.
  - 2. On Page 4, if the property is owned by a Trust, the signatory must be a trustee; supply documentation that the signatory is authorized to sign for the Trust.

## **Forestation Agreement Instructions**

### **Page 2**

#### **2. Planting Plan**

The plan should show the location of the plants, the quantity and the type of native species. Include a legend or key in the form of x's or circles for example to show the locations of the plantings. A Native Plants List can be found on the County website at [AACOUNTY.ORG](http://AACOUNTY.ORG) and search for AA Native Plants. The plan can be hand drawn on the same site plan used for the permit.

#### **3. Submission**

Please contact the appropriate reviewer to set up a time to submit one copy of the Agreement and applicable monies (Refer to the comment letter for dollar amounts). Please allow a minimum of two-weeks for internal processing of all documents.

Please refer to the Forestation Agreement Fact Sheet for information on required planting inspections and refundable securities/monies submitted as part of this Agreement.