

Green Book 2014:

How to Apply for Woodland Harvest Permits in Maryland

Harvesting woodlands is an essential part of good management and supports the forest products industry. The careful stewardship of woodland resources may include periodic harvesting. This practice helps woodlands by removing certain trees that may be damaged, diseased, stressed, or mature.

Harvesting encourages the growth of other, healthier trees and improves wildlife habitat. A well-planned harvest can benefit the property for years to come, provide some income, and ensure a legacy that can be passed from generation to generation.

Maryland has a long tradition of protecting the rights of private landowners to practice agriculture, which includes statewide and local right-to-farm laws that permit woodland harvesting. *The Sustainable Forestry Act of 2009* clarified this right by encouraging local entities to include forest practices in their comprehensive plans. The 2009 Act also expresses the General Assembly's intent that local planning and zoning restrictions on silvicultural practices (i.e. woodland harvests) may not be more stringent than the restrictions imposed by state law and regulation.

Each of Maryland's 23 counties has their own process for applying for woodland harvest permits, which can lead to confusion and lost time. This bulletin summarizes these steps on a county-by-county basis for individual landowners, professional and consultant foresters, and logging operators involved in timber harvesting.

Updated *Green Book* Provides an Important Reference for Logging Professionals, Foresters, and Woodland Owners and Managers

This bulletin updates and expands a 1993 publication from the Maryland Dept. of Natural Resources Forest Service entitled *Soil Erosion and Sediment Control Guidelines for Forest Operations in Maryland*. Commonly called the *Green Book*, it served as an important reference throughout the state.

Since 1993, much has changed. For example:

- Erosion and sediment control regulations were updated in 1994 and 2005 (see the next section for more details);
- Maryland's Forest Preservation Act of 2013 requires that the state's forest canopy cover remain or exceed its current level of 40 percent to reduce greenhouse gas pollution, to lessen the effects of climate change, and to improve water quality in the Chesapeake Bay;

- The Act also provides tax benefits to citizens and local governments who work to increase tree cover on their property; and,
 - Since the publication of the 1993 *Green Book*, research and technology, particularly the growth of the World Wide Web, have created new opportunities for property managers and woodland professionals to connect and interact. This bulletin includes links to pertinent resources across the state to encourage these connections.
 - The process for applying for exceptional hauling permits for “farm products”, which include

forest products. See the last page for more information.

This bulletin provides property managers and woodland professionals step-by-step guides to acquiring the necessary permits to harvest timber on their property. The guide is arranged alphabetically by county, and includes contact information and Web links that will help streamline the permit application process. All information was current as of February 2014.

Handy Guide to Abbreviations and Terms Used

Buffer: Short for *streamside* or *riparian buffer*. Buffers are areas of trees, shrubs, and herbaceous vegetation along a stream bank in a floodplain that help preserve the stream’s natural characteristics, water quality, and improve habitat for land and water plants and animals. To learn more about the importance of buffers, visit the University of Maryland Extension’s Riparian Buffer Systems site at <http://extension.umd.edu/riparianbuffers>.

Critical Area: As defined by Maryland’s Critical Area Act of 1984, the *Critical Area* is all land within 1,000 feet of the Chesapeake Bay and its tributaries, which is subject to special forestry and other land-use regulations. Learn more about Maryland’s Critical Area at the Critical Area Commission’s site at <http://dnr.maryland.gov/criticalarea/index.asp>.

Declaration of Intent: Short for *The Forest Conservation Declaration of Intent for Forestry*. Landowners who plan to harvest timber on their property may be required to complete a Declaration of Intent, which ensures that the property will remain in woodland for a minimum of five years.

DNR: The *Maryland Department of Natural Resources (DNR)* works to secure “a sustainable future for our environment, society, and economy by preserving, protecting, restoring, and enhancing the State’s natural resources.” (Learn more about the DNR at http://dnr.maryland.gov/mission_vision.asp.) The DNR Forest Service manages Maryland’s trees, forests, and associated ecosystems through management, education and outreach. The DNR Forest Service’s website at <http://dnr.maryland.gov/forests/> lists a wide variety of programs and services.

Easement: A *conservation easement* is a legal agreement between a landowner and a nonprofit land trust or government entity. An easement limits the use of the land in order to protect specified conservation values by restricting development and other future activities. Although the specifics of the easement are negotiated between a willing landowner and one of these entities, State law recognizes that timber harvesting rights under State land conservation programs can be retained by the landowner as part of the perpetual agreement unless so extinguished. More information about

easements can be found in the Woodland Stewardship Education program's website under "Stewardship Planning" at <http://extension.umd.edu/woodland/your-woodland/stewardship-planning>.

Erosion and Sediment Control guidelines: In 1994, the Maryland Department of the Environment issued regulations designed to minimize sediment runoff and erosion associated with timber harvest operations. These regulations were revisited in a 2005 draft plan, which sought to further decrease sediment reaching the Chesapeake Bay. As of February 2014, the 1994 regulations remain in force; the more stringent 2005 guidelines are a draft proposal. Counties differ on how they use the guidelines available. The 1994 guidelines are available at http://www.mde.maryland.gov/programs/water/stormwatermanagementprogram/soilerosionandsedimentcontrol/documents/www.mde.state.md.us/assets/document/sedimentstormwater/1994erosions_ed.pdf and 2005 draft guidelines are available at <http://www.mde.state.md.us/programs/Water/StormwaterManagementProgram/SoilErosionandSedimentControl/Documents/www.mde.state.md.us/assets/document/sedimentstormwater/MDEFHOESMAnnualDraft063005.pdf>.

MDE: The *Maryland Department of Environment (MDE)*'s mission is "to protect and restore the quality of Maryland's air, water, and land resources, while fostering smart growth, a thriving and sustainable economy and healthy communities." Learn more about MDE at its website, <http://www.mde.state.md.us/Pages/Home.aspx>.

M-NCPPC: Acronym for *Maryland-National Capital Park and Planning Commission*, which works in Montgomery and Prince George's counties to acquire, develop and maintain a regional system of parks and to provide land use planning. The

commission manages physical growth and plans communities, provides leisure and recreational experiences, and protects and stewards natural, cultural and historic resources. Visit http://www.mncppc.org/commission_home.html to learn more.

Nontidal Wetlands: These are inland, freshwater areas not subject to tidal influence, encompassing environments such as marshes and swamps, bottomland hardwood forests, wet meadows, inland bogs and shallow areas of lakes and ponds. In Maryland, these ecosystems are regulated by its Nontidal Wetlands Program administered by the MDE and local county protection programs.

SCD: Abbreviation for "Soil Conservation District." Each Maryland County has a Soil Conservation District and staff who work with local, state and federal authorities as well as the private sector to address each county's soil and water conservation needs. Through the SCD offices, local landowners and residents have access to technical services that help them improve water quality and reduce erosion. To learn more about the Maryland Association of Soil Conservation Districts, visit <http://www.mascd.net/districts/default.html>.

Standard Plan: Short for "Compliance Agreement for the Standard Erosion and Sediment Control Plan for Forest Harvest Operations." Maryland state law and regulations require that a sediment control plan be developed and approved before beginning any earth-disturbing activity in excess of 5,000 square feet. All harvests planned on private property must have an approved Standard Plan. For more information on the requirements of the Standard Plan, read "Best Management Practices for Forest Harvests" from the Maryland Dept. of Natural Resources Forest Service at <http://dnr.maryland.gov/forests/landplanning/bmp.html>.

Sustainable Forestry Act of 1999: Nationally acclaimed law that expresses the importance of Maryland's forest to the environmental and economic well-being of the State, especially the importance of sustainable forestry management to Maryland's multi-billion dollar Chesapeake Bay restoration effort. One section of the Act replaced the Forest Advisory Commission with the Sustainable Forestry Council. The purpose of this Gubernatorial-appointed Council is to advise the Department on all matters related to: 1) sustainable forestry management in the State; 2) existing

regulatory and statutory policies that are perceived as economic barriers to a viable forest products industry; 3) new markets to enhance forest health; and, 4) the means to promote forest-based economies and processing capability that contribute to economic and employment growth. This Act also sets forth various forestry-related definitions by State law. Visit <http://www.dnr.state.md.us/forests/sfcouncil.asp> to learn more.



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Allegany County

Important Contacts:

Soil Conservation District (SCD)	Bernie Connor	301-777-7632
County Community Services Dept.	Patty Mackie	301-777-5951

Application Process:

Step 1	Submit Standard Plan to SCD for review.
Step 2	SCD inspects site if necessary and forwards plan to Maryland Department of the Environment when water resources are involved. Upon approval, SCD submits plan to County.
Step 3	Harvester may need to post bond with County roads dept. for access permit.
Step 4	County ensures all necessary permits in place. Generates payment invoice for all fees. Forwards copies to SCD.

Fees SCD: \$75.00 + \$0.50/acre (invoiced through County)
County base fee: \$10.00 (administrative fee)

Payment method Cash, Check. All payments through County Finance Office.

Inspecting Authority Soil Conservation District

Final Permitting Authority Soil Conservation District

Waiting Period(s) n/a

Notes

- SCD generates invoice for payment through County Finance Office.
- SCD makes site visits only when water resources or buffers need to be inspected (mostly for small loggers not affiliated with NewPage Corporation).
- Approved permits delivered to County weekly.

Web links [Allegany County Soil Conservation District office](#)
[Allegany County Land Development Services - downloadable forms](#)

Anne Arundel County

Important Contacts:

Soil Conservation District (SCD)	Chris Maex	410-571-6757 x. 107
County Forester	Bud Reaves	410-222-7441

Application Process:

Step 1	Submit to SCD: Standard Plan, Stabilized Construction Entrance Detail, Reinforced Silt Fence Detail, and Reinforced Silt Fence Specifications.
Step 2	Complete County Grading Permit application.
Step 3	Submit completed forms to county Permit Application Center for forwarding to County forester's approval
Step 4	Upon approval from County forester, applications returned to SCD.
Fees	SCD: No fee County fee: \$100.00 (logging permit fee) + \$25.00 (County permit application fee) = \$125.00
Payment method	Cash, Check
Inspecting Authority	Department of Natural Resources forester
Final Permitting Authority	Soil Conservation District
Waiting Period(s)	SCD: 4 days minimum/2 weeks maximum
Notes	<ul style="list-style-type: none">• Declaration of Intent included in SCD's Standard Plan
Web links	Anne Arundel County Soil Conservation District office SCD office logging permit process Anne Arundel County Permit Application Center Grading permit application

Baltimore County

Important Contacts:

Soil Conservation District (SCD) Quintin Cornwell 410-527-5920 x. 4

Dept. of Environmental Protection Tom Panzarella 410-887-3980
& Sustainability - Environmental
Impact Review

Application Process:

Step 1 Submit Standard Plan, Buffer Management Plan, Declaration of Intent to SCD for review and approval. Application is forwarded to County.

Step 2 County Dept. of Environmental Protection and Sustainability reviews application for Declaration of Intent and/or presence of easements on site.

Step 3 SCD forwards approval to County. County performs on-site preharvest inspection and issues permit upon approval.

Step 4 County will inspect during harvest if time permits. County performs post-harvest inspection.

Fees SCD: \$100.00 + \$1.00 per acre
County: No fee

Payment method Cash, Check, money order

Inspecting Authority County

Final Permitting Authority County

Waiting Period(s) SCD: 10 working days
County: 1-2 weeks generally, depending on ground conditions

Notes

- Tom Panzarella has state "Green Card" certification.
- SCD requires project application packet to include all pertinent project information (access points, skid landings, haul roads, etc.) to be submitted on a 200' scale topographic map.
- Baltimore County has established a special buffer easement category for streams and wetlands in forested areas; no timber harvesting permitted within these easements.

Web links [Baltimore County Soil Conservation District office](#)
[Forest Harvest Operations - Sediment Control Plan Application](#)
[Baltimore County Environmental Impact Review Section](#)
[Forest Conservancy District Board](#)

Calvert County

Important Contacts:

Soil Conservation District (SCD)	William Clark	410-535-1521 x. 3
DNR Forest Service	Brian Stupak	410-535-1303

Application Process:

Step 1 Submit Standard Plan to Department of Natural Resources (DNR) County Forester for review.

Step 2 DNR county forester reviews plan.

Step 3 With approval from county forester, SCD signs off on plan.

Step 4 Plan filed with County Dept. of Community Planning and Building.

Fees SCD: No fee
County: No fee

Payment method Cash, Check, money order

Inspecting Authority DNR Forester

Final Permitting Authority Soil Conservation District

Waiting Period(s) n/a

Notes

- DNR and Maryland Department of the Environment make site inspections only in cases of complaints.
- County will require a timber harvest plan if project takes place in the Critical Area.

Web links [Calvert County Soil Conservation District office](#)
[Calvert County Forest Conservation information](#)

Caroline County

Important Contacts:

Soil Conservation District (SCD)	Trista North	410-479-1202 x. 3
DNR Forest Service	Jim Harris	410-479-1623

Application Process:

- Step 1** Obtain Standard Plan & Erosion and Sediment Control Plan Checklist, Best Management Practices (BMP) for nontidal wetlands, and County's Declaration of Intent form from SCD.
- Step 2** If project is within the Critical Area, plan must be completed by professional forester. Nontidal wetlands check-off form must be signed by professional forester. County Declaration of Intent form must be notarized.
- Step 3** Upon receipt of completed package, SCD forwards Declaration of Intent to County Dept. of Planning and Codes for site review (easements, etc.)
- Step 4** Upon approval of Declaration of Intent form, SCD issues permit and cover letter reminding that permit covers cutting of trees only (no grading).

Fees SCD: \$100.00
County: No fee

Payment method Cash, Check, credit card (subject to surcharge).

Inspecting Authority Soil Conservation District

Final Permitting Authority Soil Conservation District

Waiting Period(s) n/a

- Notes**
- Will perform informal inspections; formal inspections can be performed by Maryland Department of the Environment (MDE) if necessary for enforcement.
 - SCD will perform informal inspections while project in progress. Any enforcement issues handled through MDE.

Web links [Caroline County Soil Conservation District information](#)
[Caroline County Dept. of Planning and Codes - Permits](#)

Carroll County

Important Contacts:

Soil Conservation District (SCD)	Brian Snyder	410-848-8200 ext. 3
Dept. of Land Use, Planning & Development	John Bowman, Tim Hare	410-386-2210

Application Process:

- Step 1** Submit Standard Plan to SCD for review. If buffer(s) are involved, SCD submits plan to Department of Natural Resource (DNR) Forest Service for review
- Step 2** Submit Grading Plan application and Declaration of Intent for Forestry application to County
- Step 3** County inspects site for easements, water resources/buffers, access points, sediment & erosion control
- Step 4** Four sign-offs required for project approval: 1) forest conservation plan 2) water resources management 3) grading/sediment erosion management 4) SCD approval

Fees SCD: No fee
County: \$60.00

Payment method Cash, check (Discover card accepted through billing office)

Inspecting Authority County

Final Permitting Authority Soil Conservation District

Waiting Period(s) SCD: 5 business days
County: 2-4 weeks

- Notes**
- John Bowman is a Forest Conservation Specialist as prescribed by Forest Conservation Act; approves the forest conservation & water resources inspections.
 - Tim Hare approves the grading inspections; staff have state "Green Card" training & certification
 - Declaration of Intent for Forestry period = 7 years for non-development.
 - Timber Harvest Plan and/or Forest Stewardship Plan can be substituted for Declaration of Intent for Forestry.

Web links [Carroll County Soil Conservation District office](#)
[Carroll County grading permit application](#)
[Standard Erosion and Sediment Control Plan application](#)
[Forest Conservation Declaration of Intent for Forestry](#)

Cecil County

Important Contacts:

Soil Conservation District (SCD)	Mari Markkula	410-398-4411
DNR Forest Service	Tom Frederick	410-287-5777

Application Process:

- Step 1** Submit Standard Plan packet to SCD for review
- Step 2** SCD reviews application and forwards to Department of Natural Resources (DNR) forester for review. If site is within Critical Area or included in a Forest Conservation Plan, application is referred to County Forestry Board for review.
- Step 3** If site includes conservation easements, referred to MDE or MD Environmental Trust. If site includes sensitive species, referred to DNR's Wildlife & Heritage Service. Upon approval, DNR forester returns plan to SCD.
- Step 4** SCD forwards plan to County Dept. of Planning & Zoning for reference.

Fees SCD: \$250.00; County: No fee

Payment method Cash, check

Inspecting Authority Maryland Department of the Environment(MDE) Sediment & Erosion (see notes)

Final Permitting Authority Soil Conservation District

Waiting Period(s) SCD: 30 days maximum
County: Varies (see Notes)

- Notes**
- SCD's Standard Plan packet includes Declaration of Intent, Buffer Management Plan, & Nontidal Wetlands Best Management Practices plan. Additional reviews by County Forestry Board and/or DNR Wildlife & Heritage Service can add up to one month each to the application process.
 - MDE Sediment & Erosion inspects site only if questions or complaints received. MDE may request DNR forester to accompany on inspection.
 - If harvest to occur within Critical Area, DNR forester forwards plan to DNR Wildlife & Heritage Service for comment. Wildlife & Heritage Service has 15 days to decide to comment and then 30 days to comment. County Forest Conservation Board meets monthly.

Web links [Cecil County Soil Conservation District office](#)
[Forest Harvest plan information](#)
[Timber Harvest forms, applications & information](#)
[Cecil County Dept. of Planning & Zoning](#)

Charles County

Important Contacts:

Soil Conservation District (SCD)	Luis Dieguez	301-934-9588 x. 3
Dept. of Planning & Growth Management	Ray Shumaker	301-396-5842

Application Process:

Step 1 Submit Sediment & Erosion Control Plan application to County Dept. of Planning & Growth Management; pay County fee.

Step 2 Bring receipt for County payment to SCD. Submit Compliance Agreement for the Standard Erosion and Sediment Control Plan for Forest Harvest Operations.

Step 3 SCD inspects site if necessary. Upon approval, submits plan to County Dept. of Planning & Growth Management for permit issuance.

Step 4 SCD may inspect site during and after harvest project. Planning & Growth Management will inspect site after the permit is issued to ensure proper implementation.

Fees SCD: \$29.00 + \$3/acre
County: \$146.00

Payment method Check

Inspecting Authority Soil Conservation District

Final Permitting Authority County

Waiting Period(s) SCD: n/a
County: 5 business days requested

Notes

- Planning & Growth inspectors have state "Green Card" training & certification
- SCD is in the process of revising its Forest Harvest Operations plan in order to receive more information about how the harvest will impact sensitive areas. At present, SCD will obtain this information verbally during site inspection.

Web links [Charles County Soil Conservation District office](#)
[Submittal guidelines](#)
[Erosion & Sediment Control Plan](#)
[Charles County Dept. of Planning and Growth Management](#)

Dorchester County

Important Contacts:

DNR Forest Service	Scott Daniels	410-228-1861
Soil Conservation District (SCD)	Dale Brown	410-228-5640 ext. 3

Application Process:

- Step 1** Obtain Standard Plan from SCD.
- Step 2** Upon completion of Standard Plan (and Timber Harvest Plan if project in the Critical Area), SCD forwards to Department of Natural Resources (DNR) forester for review.
- Step 3** With approval from DNR forester, SCD signs off on plan.
- Step 4** Plan forwarded to County Dept. of Public Works - Highway Division, which issues permit.

Fees SCD: \$100.00 (see Notes)
County: \$25.00 (see Notes)

Payment method Check

Inspecting Authority DNR Forester

Final Permitting Authority County

Waiting Period(s) n/a

- Notes**
- SCD fee of \$100.00 includes County \$25.00 fee. Permit is valid for 2 years; can be renewed for \$25.00.
 - SCD will refer comments or complaints about harvest projects to DNR Forester. SCD inspects site only if drainage involved.
 - DNR Forester will inspect the harvest site 2-3 times during project

Web links [Dorchester County Soil Conservation District website](#)
[Dorchester County Engineering Division, Dept. of Public Works Applications & Forms](#)

Frederick County

Important Contacts:

Soil Conservation District (SCD)	Steve Leatherman	301-695-2803 x.3
Dept. of Environmental Compliance	Rick Masser	301-600-3507

Application Process:

- Step 1** Submit County Minor Logging Permit (less than 30,000 square feet disturbed area) or Major Logging Permit (more than 30,000 square feet disturbed area) application from County Community Development Division, Environmental Compliance Section to SCD.
- Step 2** Provide three copies of plot plan with project area information. Provide printout from Dept. of Assessments and Taxation Real Property Data.
- Step 3** Provide notice at least 24 hours in advance of project start to County Environmental Compliance Section.
- Step 4** Provide notice within 5 days of project completion to County Environmental Compliance Section.
- Fees** SCD: \$60.00 (invoiced through County)
County: \$89.00 (minor grading review/inspection fee) ; \$393.00 (major logging review/inspection fee)
- Payment method** Cash, Check, credit/debit (subject to surcharge). Payments through County Finance Office.
- Inspecting Authority** County Dept. of Environmental Compliance
- Final Permitting Authority** Soil Conservation District
- Waiting Period(s)** SCD: n/a
County: 5-10 days
- Notes**
- All County inspectors are Maryland Department of the Environment -certified Environmental Compliance Officers
 - Projects within the Conservation Zoning District must obtain permission from Forest Conservancy Board. If project includes wetland areas, buffer zones, or Critical Areas, Major Logging Permit required regardless of size of disturbed area.

Web links [Frederick County Environmental Compliance Section](#)
[Environmental Compliance Section application forms](#)

Garrett County

Important Contacts:

Soil Conservation District (SCD)	Shaun Sanders	301-334-6951 ext. 3
Permits & Inspections Office	Phil Crumley	301-334-7476

Application Process:

Step 1	Submit Standard Plan to County Permits & Inspection Office
Step 2	Submit Grading Permit to County Permits & Inspection Office
Step 3	County forwards submission to SCD office for review & approval
Fees	SCD: No fee County base fee: \$15.00 plus \$0.05/acre. Logging entrance from a county road: \$10.00. Amendment to plan: \$20.00.
Payment method	Cash, Check
Inspecting Authority	Soil Conservation District
Final Permitting Authority	Soil Conservation District
Waiting Period(s)	n/a
Notes	<ul style="list-style-type: none">Maryland Department of the Environment inspects timber harvest projects only if complaints received
Web links	Garret County Soil Conservation District office Garrett County Standard Erosion & Sediment Control plan for forest harvest operations

Harford County

Important Contacts:

Dept. of Public Works	Rose Baker	410-638-3507
Soil Conservation District	Bill Tharpe	410-838-6181 x. 3

Application Process:

Step 1	Submit Standard Plan (plus Nontidal Wetlands Best Management Practices checklist and/or Buffer Management Plan, if required) to County Dept. of Public Works; pay permitting fee
Step 2	Plans are reviewed by a) SCD b) County Dept. of Planning & Zoning c) Dept. of Public Works - Bureau of Construction Management, Sediment & Erosion Control
Step 3	Dept. of Public Works Sediment Control inspector issues permit upon approval
Fees	SCD: no fee County: \$25.00 (6 acres or less) \$50.00 (more than 6 acres)
Payment method	Cash, Check
Inspecting Authority	County
Final Permitting Authority	County
Waiting Period(s)	County: 2-3 weeks SCD: 5 working days
Notes	<ul style="list-style-type: none">• Applicants must display "Green Card" certification during harvest.• Project's Standard Plan must be available on-site during harvest operations.
Web links	Harford County Soil Conservation District office Harford County Dept. of Public Works

Howard County

Important Contacts:

Soil Conservation District (SCD)	Bob Robertson	410-489-7987
Planning & Zoning Dept., Land Development section	Brenda Luber	410-313-4343

Application Process:

Step 1 Submit Standard Plan to SCD for review. If buffer(s) are involved, stream buffer plan developed by professional forester required.

Step 2 After SCD approves, obtain Declaration of Intent (and Grading Permit if required) from County Dept. of Inspections, Licenses & Permits.

Step 3 County Dept. of Planning & Zoning - Land Development section reviews and signs off on permits.

Step 4 Dept. of Inspections, Licenses and Permits approves project. Dept. of Public Works makes pre-construction site assessment to issue grading permit.

Fees SCD: no fee
Standard Plan fee: \$105.00 (see Notes).

Payment method Cash, Check, Discover Card (subject to surcharge) through county Finance Office

Inspecting Authority County

Final Permitting Authority County

Waiting Period(s) SCD: 10 working days
County: n/a

Notes

- County inspects site only if mediation/complaints involved.
- SCD performs site inspections only in cases of complaints.
- Fee may change based on size of project, but all timber harvest permits issued since 2010 have been within the \$105.00 threshold.

Web links [Howard County Soil Conservation District office](#)
[Howard County Planning & Zoning Dept. - Environment sections](#)
[Grading permit information](#)
[Forms and Fees](#)

Kent County

Important Contacts:

Soil Conservation District (SCD)	Joe Blizzard	410-778-5150 x. 3
DNR Forest Service	Terry Batchelor	410-819-4121
County Planning, Housing & Zoning	Rick Myers	410-778-7437

Application Process:

Step 1	Submit completed Standard Plan to Department of Natural Resources (DNR) Forester for review.
Step 2	DNR forester reviews plan.
Step 3	With approval from DNR forester, SCD signs off on plan.
Step 4	Site inspected by County Dept. of Planning, Housing, and Zoning, which issues project permit.
Fees	SCD: \$100.00 County: \$100.00
Payment method	Cash, check
Inspecting Authority	Soil Conservation District & County
Final Permitting Authority	Soil Conservation District & County
Waiting Period(s)	SCD: 5 business days requested DNR: n/a County: 2 weeks
Notes	<ul style="list-style-type: none">• All fees collected through County.• County inspectors have "Green Card" certification• If project in Critical Area, plan must be reviewed and approved by County forestry board.
Web link	Kent County Dept. of Planning, Housing, and Zoning

Montgomery County

Important Contacts:

Soil Conservation District (SCD)	David Plummer	301-590-2855
Dept. of Permitting Services	Rick Brush	240-777-6343
County Arborist	Laura Miller	240-777-7704
Md. National Capital Parks & Planning Commission (M-NCPPC)	Mark Pfefferle	301-495-4730

Application Process:

Step 1 Submit Application for Sediment Control Permit through County Dept. of Permitting Services (DPS). DPS sends information to SCD for approval. SCD sends approval to DPS; DPS issues Sediment Control Permit.

Step 2 Once Sediment Control permit has been issued, submit harvest plan to County Arborist for review. (Review may occur concurrent with Step 1 assessment.) Plan must include Information for Sustainable Timber Harvest application and Department of Natural Resources (DNR) environmental review if threatened/endangered species/habitat on site.

Step 3 Complete the county's Natural Resources Inventory/Forest Stand Delineation Exemption Review (NRI/FSD) application.

Step 4 Submit the following & fees to M-NCPPC Planning, Environmental Planning Division: a) Sediment Control Permit (step 1); b) Approval letter from County Arborist (step 2); c) Environmental Review from DNR if necessary (step 2); d) Completed NRI/FSD application.

Fees SCD: No fee
County fee: \$210.00.
Md. National Capital Parks & Planning Commission (M-NCPPC) fee: \$180.00 (see Notes)

Payment method Check

Inspecting Authority County & M-NCPPC

Final Permitting Authority County, SCD & M-NCPPC

Waiting Period(s) SCD: n/a
County: n/a
M-NCPPC: max. 30 days for inspection on property not previously subject to a Forest Conservation Plan.

- Notes**
- County Arborist Miller is a licensed forester.
 - M-NCPPC has licensed foresters and licenses landscape architects as inspectors.
 - If property is within a Forest Conservation Easement, review and approval from County Arborist not required; submit Sediment Control Plan directly to M-NCPPC.
 - M-NCPPC charges no fee for harvest within conservation easements. M-NCPPC charges fee when harvest to occur on property not previously subject to Forest Conservation Plan (to confirm approval of exemption from submitting an FCP).

Web links

[Montgomery County Soil Conservation District office](#)
[Montgomery County Timber Harvest - guidelines](#)
[Sediment Control Permit Fees](#)

Prince George's County

Important Contacts:

Soil Conservation District (SCD)	Gene Whitehead	301-574-5162 x. 3
DNR Forest Service	Brian Stupak	410-535-1303

Application Process:

- Step 1** Obtain publication "Forest Harvest Erosion and Sediment Control Plan" from SCD. Publication summarizes steps for timber harvest application process and includes blank forms for completion.
- Step 2** Submit Application for Sediment Control Permit and associated additional permits, such as Streamside Management Zone plan (if necessary) to SCD.
- Step 3** Upon approval from SCD, submit approved plans to County Dept. of Permitting, Inspection & Enforcement.
- Step 4** Call DNR Forest Service office (Prince Frederick, MD) at least 48 hours prior to start of harvest.

Fees SCD: \$100.00
Md. National Capital Parks & Planning Commission (M-NCPPC) fee: \$180.00 (see Notes)

Payment method SCD: check, money order
M-NCPPC: check

Inspecting Authority DNR forester

Final Permitting Authority Soil Conservation District

Waiting Period(s) n/a

- Notes**
- DNR inspects harvest site pre- and post-harvest.
 - If project area is in a designated Tree Conservation Area, M-NCPPC must approve plan.
 - M-NCPPC charges fee when harvest to occur on property not previously subject to Forest Conservation Plan (to confirm approval of exemption from submitting an FCP).

Web links [Prince George's County Soil Conservation District office](#)
[Prince George's County Dept. of Permitting, Inspections and Enforcement](#)

Queen Anne's County

Important Contacts:

Soil Conservation District (SCD)	Alison Howard	410-758-1671 x. 3
DNR Forest Service	Terry Batchelor	410-819-4121
County Planning & Zoning - Permitting Section	Vivian Swinson	410-758-4088

Application Process:

Step 1	Obtain Forest Conservation Worksheet checklist from County Planning & Zoning to check for presence of deed-restricted space, wetlands, etc.
Step 2	Complete Standard Plan application and submit to SCD for review. Plan must be prepared by DNR forester or licensed forester on DNR roster.
Step 3	Plan forwarded to DNR forester for review & approval. With approval from forester, SCD signs off on plan.
Step 4	Site inspected by County Dept. of Planning, Housing, and Zoning, which issues project permit.
Fees	SCD: no fee County fee: \$95.00
Payment method	Cash, Check (see Notes)
Inspecting Authority	Soil Conservation District & County
Final Permitting Authority	Soil Conservation District & County
Waiting Period(s)	SCD: 3-5 days DNR: n/a County: 3-5 business days (see Notes)
Notes	<ul style="list-style-type: none">• Inspector from County Planning & Zoning will visit site during waiting period.• If project in Critical Area, plan must be reviewed and approved by county forestry board.• County plans to begin accepting credit & debits cards beginning early 2014.
Web links	Queen Anne's County Soil Conservation District office Queen Anne's County Dept. of Planning and Zoning Overview of Development Projects - application & review process

Saint Mary's County

Important Contacts:

Soil Conservation District (SCD)	Bruce Young	301-475-8402 x.3
DNR Forest Service	Mark Muir	301-880-2747
County Dept. of Land Use & Growth Management	Bob Bowles	301-475-4200 x. 1522

Application Process:

Step 1	Obtain Standard Plan application from SCD.
Step 2	Complete Standard Plan application and submit to SCD for review. Plan must be prepared by DNR forester or licensed forester on DNR roster.
Step 3	Approved plan submitted to County Dept. of Land Use & Growth Management for filing.
Fees	SCD: No fee County: No fee
Payment method	Cash, Check, credit card (subject to surcharge).
Inspecting Authority	Soil Conservation District or County (see Notes)
Final Permitting Authority	Soil Conservation District
Waiting Period(s)	SCD: 14 days County: 10 working days; if project in Critical Area, up to 30 days (see notes)
Notes	<ul style="list-style-type: none">• If harvest in Critical Area, permitting authority = County Dept. of Land Use & Growth Management• If project in Critical Area, plan must be reviewed and approved by county forestry board and by Dept. of Land Use & Growth Management before submission to SCD.
Web links	Saint Mary's County Soil Conservation District office Forest Harvest Operations – Sediment Control Plan Application Saint Mary's County Dept. of Land Use & Growth Management - forms and documents Forest Conservation Act and Development Information Forestry Declaration of Intent

Somerset County

Important Contacts:

Soil Conservation District (SCD)	Larry Fykes	410-651-1575 x. 3
DNR Forest Service	John Jordan	410-651-2004
County Planning & Zoning Dept.	Bob Cadwallader	410-651-1424

Application Process:

Step 1	Obtain Standard Plan application from SCD.
Step 2	Complete Standard Plan application and submit to SCD for review. Plan must be prepared by DNR forester or licensed forester on DNR roster.
Step 3	Approved plan submitted to County Dept. of Planning & Zoning for filing purposes only.
Fees	SCD: \$25.00 County: No fee
Payment method	Cash, Check
Inspecting Authority	Soil Conservation District
Final Permitting Authority	Soil Conservation District
Waiting Period(s)	n/a
Notes	<ul style="list-style-type: none">• SCD inspects site only if mediation/complaints involved• County Planning & Zoning performs no inspections; will refer comments/complaints about harvest projects to SCD.• DNR Forester performs periodic site inspections.• If harvest in the Critical Area, project is forwarded to county Forestry Conservation Board for review (meets quarterly).
Web link	Somerset County Planning & Zoning Dept.

Talbot County

Important Contacts:

Soil Conservation District (SCD)	Craig Zinter	410-822-1577 x. 3
DNR Forest Service	Jim Harris	410-479-1623
County Planning & Permits	Elisa Deflaux	410-770-8030

Application Process:

- Step 1** Obtain Standard Plan application & Erosion and Sediment Control Plan Checklist from SCD.
- Step 2** Complete Standard Plan application and submit to SCD for review. If project outside the Critical Area but includes nontidal wetlands, plan requires Declaration of Intent and Nontidal Wetlands Disclaimer.
- Step 3** Plan forwarded to Department of National Resources (DNR) forester for review & approval. With approval from forester, SCD signs off on plan.
- Step 4** Plan forwarded to County Dept. of Planning & Permits for filing purposes only.

Fees SCD: No fee
County: \$25.00

Payment method Check only

Inspecting Authority Soil Conservation District

Final Permitting Authority Soil Conservation District

Waiting Period(s) n/a

- Notes**
- SCD inspects site only if mediation/complaints involved
 - If site is in the Critical Area, project requires approval by county Forestry Conservation Board before permit issued. Board meets quarterly or on an as-needed basis.

Web links [Talbot County Soil Conservation District office](#)
[Erosion & Sed. Control Plan Checklist](#)
[Talbot County Planning & Zoning - Application and Forms](#)
[Erosion and Sediment Control Plan Checklist](#)
[Forestry Declaration of Intent](#)
[Nontidal Wetlands Disclaimer](#)

Washington County

Important Contacts:

Soil Conservation District (SCD)	Dee Price	301-797-6821 x 3
Dept. of Plan Review & Permitting	Fred Nugent	240-313-2456

Application Process:

- Step 1** Submit completed Declaration of Intent to County Permits & Inspection office
- Step 2** Submit completed Standard Plan to County Permits & Inspection office
- Step 3** County forwards to SCD; SCD reviews plan for presence of sensitive areas, wetlands, streamside management practices, etc.
- Step 4** SCD may perform onsite review if harvest involves installing a ford bridge, etc.

Fees SCD: \$100.00
County: No fee

Payment method Cash, check, money order

Inspecting Authority Soil Conservation District

Final Permitting Authority Soil Conservation District

Waiting Period(s) n/a

- Notes**
- SCD inspects site only if mediation/complaints involved.
 - Once approved, County assigns a project number and posts online to show that both County & SCD have approved.

Web links [Washington County Soil Conservation District office](#)
[Washington County Division of Plan Review & Permitting](#)
[Washington Co. SCD Plan and/or Fee Requirements](#)

Wicomico County

Important Contacts:

Soil Conservation District (SCD)	Kevin Keenan	410-546-4777 x. 3
DNR Forest Service	Kathy Kronner	410-543-1951

Application Process:

Step 1 Obtain Standard Plan application from SCD. Plan must be prepared by DNR forester or licensed forester on Department of Natural Resources (DNR) roster.

Step 2 Complete Standard Plan application and submit to SCD for review.

Step 3 Upon approval from SCD, plan is submitted to DNR forester for project inspection.

Step 4 Plan forwarded to County Dept. of Planning & Zoning for filing purposes only.

Fees SCD: \$30.00
County: No fee

Payment method Cash, Check

Inspecting Authority DNR forester

Final Permitting Authority Soil Conservation District

Waiting Period(s) n/a

Notes

- DNR inspects harvest site during and after the project.
- SCD representative also signs off for County approval.

Web links [Wicomico County Soil Conservation District office](#)
[Wicomico County Dept. of Planning & Zoning](#)

Worcester County

Important Contacts:

Soil Conservation District (SCD)	Alan Jones	410-632-5439 x. 3
DNR Forest Service	Rob Clarke	443-235-1626
Dept. of Development, Review and Permitting	April Mariner	410-632-1200 x. 1172

Application Process:

- Step 1** Obtain Standard Plan application from SCD. Plan must be prepared by DNR forester or licensed forester on Department of Natural Resources (DNR) roster.
- Step 2** Complete Standard Plan application and submit to SCD for review.
- Step 3** Plan forwarded to County Dept. of Development, Review & Permitting for review.
- Step 4** County inspects site and issues permit.

Fees SCD: \$75.00
County: \$100.00 (see Notes)

Payment method Cash, check

Inspecting Authority County

Final Permitting Authority Soil Conservation District & County

Waiting Period(s) SCD: 30 days maximum

- Notes**
- If harvest in the Critical Area, project is forwarded to county Forestry Conservation Board for review.
 - County may assess an additional \$50.00 fee if harvest project takes place within the Critical Area.

Web links [Worcester County Dept. of Development Review & Permitting Permit Application](#)
[How to complete a Permit Application](#)

Note on Log Hauling Permits

Section 24-113.2 of the Transportation Article (Maryland Annotated Code) authorizes the State Highway Administration to issue exceptional hauling permits for the carrying of “farm products” (includes forest products) for vehicles that meet the following:

- (1) are loaded in the fields or other off-highway locations;
- (2) are the only load of the vehicle;
- (3) has an axle configuration of not less than six axles and a front-to-rear centerline axle spacing of not less than 50 feet; and
- (4) passes a North American Standard Driver/Vehicle Level 1 inspection twice a year.

Compliance allows the carrier to haul up to 88,000 pounds of load from the field, compared to only 79,000 pounds of load under conventional hauling regulations. Although this section was initially limited to only Western Maryland and the forest products industry, it now authorizes eligibility within the agricultural community. The permit can be used statewide on all State highways and roads with the exception of the Interstate highway system.

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