



Division of  
PERMITS & INSPECTIONS

## FOREST HARVEST OPERATION PROCEDURES

All Forest Harvest Operations in Washington County will require approval from the Division of Permits & Inspections, Department of Planning and Zoning, and the Washington County Soil Conservation District **PRIOR** to commencing any work. The approval procedure for each agency is described below.

Instruction packets (applicable forms, etc.) are available at the following locations:

- Washington County Division of Permits & Inspections
- Washington County Department of Planning & Zoning
- Washington County Soil Conservation District
- [www.washco-md.net](http://www.washco-md.net)
- [www.conservationplace.com](http://www.conservationplace.com)

Questions regarding these forms may be directed to the respective Agency (see contact information, Page 3). In lieu of visiting all three offices, completed packets may be submitted to the Permits & Inspections office and all necessary documents and fees will be forwarded to the appropriate reviewing agency. Separate payments shall be made to each agency for their associated fees.

***To obtain the necessary approvals, please follow the steps below:***

### **Step 1 (Division of Permits & Inspections):**

- A temporary entrance permit is required if:
  - The entrance being used for the Forest Harvest Operation accesses a County road.
  - The entrance being used for the Forest Harvest Operation is a private lane that accesses a County road.
  - The entrance being used for the Forest Harvest Operation is an existing entrance that accesses a County road.
  - **PLEASE NOTE:** Projects that access a State road should contact State Highway Administration at 410-545-0300 regarding any necessary permits.
- Documents to submit with the permit application:
  - Drawing of parcel(s) indicating limits of area to be harvested, haul roads, skid trails, landing location, and parcel entrance (indicate existing or proposed for all).
  - Drawing of parcel indicating location of temporary entrance (as applicable). Provide nearest main road intersection.
- A \$3,000 bond is required for each entrance permit.
- Entrance Permit fee - \$25 (cash, check made payable to Washington County Treasurer or credit card – visa/master card).

## **Step 2 (Department of Planning & Zoning):**

- The following forms must be completed and approved:
  - Forestry Declaration of Intent (DOI) (signed by the property owner(s) and notarized).
    - The Department of Planning and Zoning will record the DOI at the Washington County Circuit Court in Hagerstown once completed by the applicant.
  - Request for Exemption.
  - Drawing of parcel(s) indicating limits of area to be harvested, haul roads, skid trails, landing location, and parcel entrance (indicate existing or proposed for all).
  - Forest Conservation Exemption Fee - \$40 (cash or check made payable to Washington County Treasurer).
  - A copy of the approved Exemption form, recorded DOI and a receipt for the fee will be returned to the applicant by mail once processed by the Department of Planning and Zoning.

## **Step 3 Washington County Soil Conservation District (WCSCD):**

- The following forms must be completed and approved:
  - Standard Erosion and Sediment Control Plan for Forest Harvest Operations (Form – Available on the Washington County Soil Conservation District (WCSCD) website: [www.conservationplace.com](http://www.conservationplace.com) under Urban Services).
  - Soils Map from the hard copy or digitized version of the Soil Survey with an outline of the harvest area. Identify streams, sensitive areas, stream buffers, need for temporary bridge crossings, etc.
  - Buffer Management Plan if a Stream Buffer is required; must be sealed by a Registered Professional Forester.
  - Custom Plan (as applicable).
  - If a stream/drainageway, floodplain, etc. are present (intermittent or otherwise), please verify a need for a permit with the Maryland Department of the Environment (Waterway Construction) by calling 410-537-3605.
  - Standard Erosion and Sediment Control Plan review fee - \$190 (cash, check made payable to Washington County Soil Conservation District or credit card – visa/master card).
  - Once all other approvals have been granted, the approved Standard Plan can be mailed or picked up at the preference of the applicant.

## **Step 4 (Permits & Inspections)**

- Once all approvals have been received, the entrance permit will be issued and can be mailed or picked up at the preference of the applicant.

**All required forms must have original signatures.**  
**No faxes or emails will be accepted**

**Approval from WCSCD will not be given until all requirements have been met with the Washington County Division of Permits & Inspections and the Department of Planning & Zoning offices!**

## **CONTACT INFORMATION**

### **Permits & Inspections – Paula Cauffman**

747 Northern Avenue  
Hagerstown, MD 21742  
240-313-2460

### **Planning/Zoning – Travis Allen**

747 Northern Avenue  
Hagerstown, MD 21742  
240-313-2432  
[tallen@washco-md.net](mailto:tallen@washco-md.net)

### **Soil Conservation – Dee Price, District Manager**

1260 Maryland Avenue, Suite 101  
Hagerstown, MD 21740  
301-797-6821, Ext. 3  
[dee@conservationplace.com](mailto:dee@conservationplace.com)

### **Soil Conservation – Lori Flook-Bishop, Administrative Assistant**

1260 Maryland Avenue, Suite 101  
Hagerstown, MD 21740  
301-797-6821, Ext. 3  
[lori@conservationplace.com](mailto:lori@conservationplace.com)