



**DEPARTMENT OF  
PLANNING & ZONING**

110 Vincit St., Suite 104 | Centreville, MD 21617

Permits: (410) 758-4088

Email: [PermitApplications@qac.org](mailto:PermitApplications@qac.org)

**Minor Buffer Establishment and Management Plan**  
<5,000 sqft

This form must be completed by the property owner or responsible party for any disturbance of natural vegetation, new development, or redevelopment that results in an increase in lot coverage within the Critical Area. All plants used must be native to Maryland.

Once completed and approved, this form will serve as your official Buffer Management Plan and provide our office with a record of your proposed Buffer impact, and the mitigation measures you plan to implement. For assistance in completing this form, please contact the Permit Department at (410) 758-4088.

**Buffer Management Plan:** A Buffer Management Plan is required at the time of permit application for disturbance within the 100 foot buffer with less than 5,000 sqft of disturbance. Therefore, a licensed professional shall be required for disturbance over 5,000 sqft.

**Buffer Establishment:** A Buffer Management Plan is required at the time of application when development or redevelopment occurs on a lot or parcel that includes a buffer to tidal waters, tidal wetlands, or a tributary stream system, and the activity takes place outside the 100-foot Buffer and/or the Buffer is not fully forested or established woody or wetland vegetation.

**A Minor Buffer Management Plan shall include:**

1. A site plan showing:
  - a. The proposed limits of disturbance (minimum 10-foot buffer around construction area)
  - b. The total number and size of trees to be removed; if applicable
  - c. The layout of the proposed planting
  - d. The location of the 100-foot Buffer on the property
2. A landscape schedule detailing:
  - a. The proposed plant species
  - b. Quantity and size of plants to be installed
  - c. Proposed planting date
3. A maintenance plan that includes:
  - a. Control practices for invasive species, pests, and predation
  - b. The provision of a minimum of two years of monitoring
  - c. A replanting provision if plant survival falls below the required standard
4. An inspection agreement granting the local jurisdiction to inspect plantings at appropriate times

Date: \_\_\_\_\_

**A. Property Owner Information**

Property Owner's Name: \_\_\_\_\_  
Property Owner's Mailing Address: \_\_\_\_\_  
Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Email: \_\_\_\_\_

**B. Property Information**

Property Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_ Tax Account#: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_ Parcel(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Grid(s): \_\_\_\_\_ Block(s): \_\_\_\_\_  
Critical Area?  IDA  LDA  RCA  N/A

**C. Proposed Development Activity/Disturbance(s)**

Please check the purpose(s) for your proposed disturbance(s) to the Buffer:

- New Development/Redevelopment (new building, addition, etc.) Associated permit/variance #: \_\_\_\_\_
- Required** Buffer Establishment for New Subdivisions Associated subdivision #: \_\_\_\_\_
- Other (please explain): \_\_\_\_\_

**D. Mitigation Ratios**

Different types of Buffer management activities require different mitigation ratios. The purpose of mitigation is to improve the Buffer wherever possible. The table below provides the mitigation ratios for various types of Buffer management activities. *Please note: mitigation ratios are cumulative.*

Activity	Number of Plants
Development/Redevelopment of Water-Dependent Facilities	2:1
Variance	2:1
Violations	4:1
Paved Patios	1:1
Driveways	1:1
Pools, Firepits, and Other Such Disturbances	1:1

Mitigation Ratio = \_\_\_\_\_ (from above table)

**E. Calculation of Mitigation for Minor Buffer Management**

Area Cleared or Disturbed: \_\_\_\_\_ sqft

And/Or

Number of Trees Cleared: \_\_\_\_\_

Equation: # of trees × tree caliper × 100 sqft = disturbance area

Example: 1 × 12" caliper tree × 100 sqft = 1,200 sqft of disturbance

**F. Minor Buffer Establishment**

At the time of application, if the buffer is not fully forested or is not fully established in woody or wetland vegetation, the applicant shall establish the buffer to the extent required in the following table:

Development Category	Required Buffer Establishment
New Development on a Vacant Lot	1. If lot was created before the local program adoption – Establish the buffer based on total lot coverage 2. If the lot was created after the local program adoption – Fully establish the buffer
New Subdivision or Lot	Fully establish the buffer
New Lot with an Existing Dwelling Unit	Establish the buffer based on total lot coverage
Conversion of Land Use on a Parcel/Lot to Another Land Use	Fully establish the buffer
Addition or Accessory Structure	Establish the buffer based on net increase in lot coverage
Substantial Alteration	Establish the buffer based on total lot coverage

Are there any special plat notes or restrictions concerning your buffer?  Yes  No  
(Wetlands, habitat protection areas, BEA, conservation easements)

If yes, please explain:

**G. Calculation of Mitigation for Buffer Establishment**

Area Cleared or Disturbed: \_\_\_\_\_ sqft

And/Or

Number of Trees Cleared: \_\_\_\_\_

Equation: *# of trees × tree caliper × 100 sqft = disturbance area*

Example: *1 × 12" caliper tree × 100 sqft = 1,200 sqft of disturbance*

**H. How to Convert Square Feet to Number of Trees**

A local jurisdiction shall apply the following planting credits for the type and size of the vegetation proposed:

Vegetation Type	Minimum Size Eligible for Credit	Maximum Sqft Credit Allowed	Maximum Percent of Credit	# of Plants
Canopy Tree	2" Caliper & 8' Tall	200 sqft	Not Applicable	
Canopy Tree	1" Caliper & 6' Tall	100 sqft	Not Applicable	
Understory Tree	1" Caliper & 6' Tall	75 sqft	Not Applicable	
Large Shrub	1 Gallon & 4' Tall	50 sqft	30%	
Small Shrub	1 Gallon & 18" Tall	25 sqft	20%	
Herbaceous Perennial	1 Quart	2 sqft	10%	
Planting Cluster 1	1 Canopy Tree & 3 Large Shrubs or 6 Small Shrubs	300 sqft	Not Applicable	
Planting Cluster 2	2 Understory Trees and 3 Large Shrubs or 6 Small Shrubs	350 sqft	Not Applicable	

**\*No Bare Root Stock Permitted**

**I. Total Plantings Required**

Number of Buffer Management Plants =	_____
Number of Buffer Establishment Plants =	_____
Number of Trees to be Replaced =	_____

These options are available only for Buffer Establishment and Buffer Mitigation under 1 acre.

**J. Fee in Lieu**

The current rate for fee in lieu is \$1.50 per square foot of disturbance.

Equation: *# of trees × tree caliper × 100 sqft × \$1.50 = Amount to be paid*

Example 1:  $1 \times 10'' \text{ caliper tree} \times 100 \text{ sqft} \times \$1.50 = \$1,500.00$

Example 2:  $5 \times 10'' \text{ caliper trees} \times 100 \text{ sqft} \times \$1.50 = \$7,500.00$

**K. Buffer Planting Location**

All mitigation shall be located within the Critical Area. Plantings should follow the order of preference outlined below:

1. On-site within the 100-foot Buffer (this is the required first mitigation area)
2. On-site, immediately adjacent to the existing Buffer
3. On-site, elsewhere within the Critical Area (outside the Buffer)
4. Off-site planting within the Buffer may be authorized by a local jurisdiction if this option is part of a local Critical Area program approved by the Critical Area Commission or is the subject of a written agreement between the local jurisdiction and the Commission.

*Please note: all plantings must be native to Maryland*

**L. Justification**

**Please provide a brief explanation of your proposed project in the space below.**

Examples:

1. 600 square feet partially cleared for shore access; canopy will be maintained, and disturbance will be limited to three saplings and several shrubs. The path will consist of wood chips.
2. Removal of a 3,000-square-foot area of poison ivy along the shore access pathway. Method of removal includes digging and targeted application of an approved herbicide to individual plants. Any resulting bare area will be mulched to prevent soil erosion. No trees or shrubs will be removed.
3. 700 square feet of Buffer disturbance on a BEA lot for an attached addition to a single-family dwelling. No removal of trees or shrubs.

Note: The applicant must show the 100-foot Buffer on the plat.

**M. Schematic Drawing**

Please attach a scaled schematic drawing identifying all areas of impact within the Buffer, including specific trees or shrubs to be removed, if possible, and the proposed locations for replanting within the Buffer. The drawing must show the location of the Critical Area Buffer. Indicate the specific types of vegetation to be removed, as well as the types and quantities of vegetation that will be used for mitigation. Pictures or photos of existing conditions are acceptable.

**N. Certifications**

*I certify these statements to be true and accurate and that any trees to be removed are on my property. I hereby grant County/Local Jurisdiction Officials permission to enter my property for inspections of this Buffer Management Plan*

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I will notify the County/Local Jurisdiction Officials immediately following the Buffer planting to verify compliance with this Buffer Management Plan. Buffer plantings must take place within \_\_\_\_\_ days of the approval of this plan.*

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

***Approval Information:***

This Buffer Management Plan is approved as of \_\_\_\_\_ . Expiration Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Authorized County/Local Jurisdiction Official

***Inspection Record:***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Authorized County/Local Jurisdiction Official

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Authorized County/Local Jurisdiction Official