



ENVIRONMENTAL PLAN COPY REQUEST FORM (TCP TYPES 1 AND 2, AND NRI's)

IN-HOUSE USE ONLY: DO NOT WRITE IN THIS SECTION

Date Received: _____ Staff Name : _____ Case No. _____ Date Sent to IC: _____

COPY PRICE LIST FOR M-NCPPC PLANS	Size of Copy	Price per Sheet	Quantity	Subtotal
	Up to 24 inches wide	\$3.00		
	Up to 36 inches wide	\$4.00		
	Over 36 inches wide	\$5.00		
			TOTAL COST	

IF APPLICABLE: The staff of the Environmental Planning Section has researched the property described below and has determined that there is no approved Tree Conservation Plan applicable to the site.

Staff Signature

Date

Approved governmental applications are public information, and are available upon request by submittal of this application. Submit the completed application by **E-mail (preferred) at PPD-EnvPlanning@ppd.mncppc.org**, by mail, fax (301-952-3799) or in person to the Environmental Planning Section, 4th floor, County Administration Building at the above address. Please allow five days for processing. Copying fees due at time of copy pick-up.

**APPLICANTS: COMPLETE THE FOLLOWING
USING INFORMATION OBTAINED FROM: <http://www.PGATLAS.com>.**

PROJECT/SUBDIVISION NAME:

Geographic Location (related to or near major intersection):

Street Address (if available):

Environmental Plan Number: TCP1- _____ , TCP2- _____ , or NRI- _____ (Fill in the blank)

Total Area (acres):

Tax Map/Grid:

Lot Numbers/Blocks/Parcels:

WSSC Grid:

Tax Account Number:

Plat Book/Page:

Current Property Owner Name(s), Address and Phone:

REQUESTOR: Name, Address, Phone Number & Fax:

E-mail Address:

SIGNATURE OF REQUESTOR:

Signature

Date

Printed Name



GUIDANCE FOR OBTAINING COPIES OF TREE CONSERVATION PLANS

RE: Notice requirements for properties that are subject to a Tree Conservation Plan (CB-60-2005)

The purpose of this document is to provide information regarding how to obtain a copy of a Tree Conservation Plan (TCP). When land development is proposed in the State of Maryland, applicants are required to show how the provisions of the local ordinance are being met. In Prince George's County, the ordinance is called the **Woodland Conservation Ordinance** (Section 25-117 of the County Code). See the reverse side of this sheet for information regarding where to find the required TCP number and how to request a copy of the plan.

Council Bill CB-60-2005, which requires that the seller notify a potential buyer about the existence of a Tree Conservation Plan, became effective on September 9, 2005. It amended the Real Estate Practices of the Consumer Protection Code of Prince George's County as follows:

- (e) **Any contract for the sale of residential real property located in this County which is subject to a Tree Conservation Plan shall be accompanied by the following notice, on a separate sheet no smaller than the largest contract page:**

NOTICE TO PURCHASERS

PLEASE TAKE NOTICE that the Property in this Contract is subject to a Tree Conservation Plan that requires the conservation and protection of the trees and other woody plants that comprise the woodland and restricts the use of the property by the owner within the Tree Conservation Plan area. Failure of the owner of the Property to protect the woodland in a Tree Conservation Area may result in a fine and an obligation to restore the woodland or mitigate the damage to the woodland through the payment of money or other appropriate means.

THE SELLER IS REQUIRED to inform the Purchaser at the time the Contract is signed, that the property is subject to a Tree Conservation Plan and provide a copy of a plat of the property that depicts the area subject to the Tree Conservation Plan.

This notice shall be signed and dated by purchaser and seller at the time the contract is signed, and copies shall be retained by purchaser and seller as part of the contract. Any person who violates requirements in this subsection is guilty of a misdemeanor and subject to the penalties provided in Subtitle 1.

A purchaser who does not receive the Notice to Purchaser on or before the date the contract of sale is entered into may rescind the contract within five days following receipt of the Notice to Purchaser.
(emphasis added)

The application form on the opposite side of this document can be used to obtain a copy of the approved Tree Conservation Plan from the Environmental Planning Section, Countywide Planning Division, Prince George's Planning Department. Completed application forms may be submitted by mail, fax or in person and copies will be ready to pick up within five (5) days. A nominal fee is charged for copying based on the size of the plan and/or the number of pages involved. Copies can be picked up and paid for at the M-NCPPC Information Counter (IC) located on the Lower Level (L) of the County Administration Building during regular business hours, Monday through Friday, 8:30 a.m. to 4:00 p.m.

Questions can be directed to the Environmental Planning Section at 301-952-3650. The TCPII Request Form and instructions are also available on the web at <http://www.mncppc.org/county/main.htm>.

August 2010