

CITY OF TAKOMA PARK • PUBLIC WORKS DEPARTMENT  
31 OSWEGO AVENUE • TAKOMA PARK, MD 20910  
301-891-7633/301-585-2405 FAX

**TREE REMOVAL APPLICATION**

**Waiver Fee: \$25.00**

**Permit Fee: \$50.00**

(Fees are non-refundable)

Tree Location Address: \_\_\_\_\_

Is tree located in Historic District? \_\_\_\_\_  
(Refer to General Information Page)

Property Owner: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Check one of the following:  Homeowner  Tenant

Property Owner Address (if different from tree location):

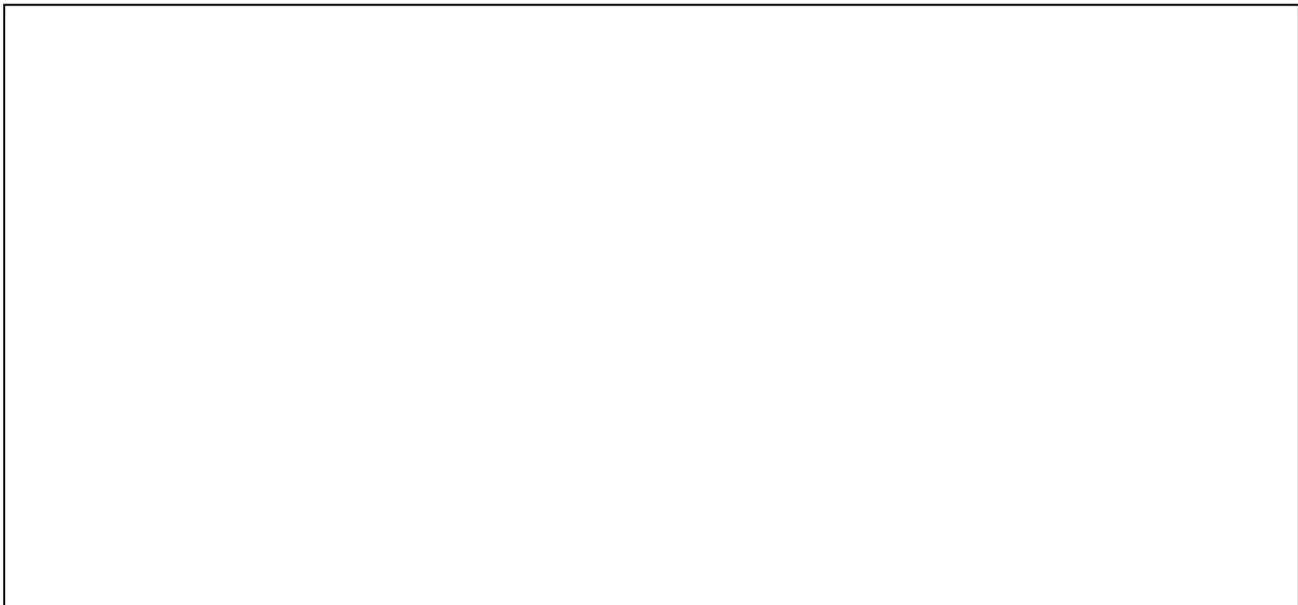
**In order to remove any tree (alive or dead), greater than 24" in circumference or 7 5/8" in diameter at 4.5 feet from the base, a permit or waiver is required. If tree removal is for construction of a building, site plans and County permits must be presented prior to an issuance of a permit. If tree removal is for a driveway, a City driveway apron permit may be required. See General Information page for details.**

Number of trees to be removed: \_\_\_\_\_

Reason for removal: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

**You must mark tree(s) to be removed with a ribbon after submitting this application. If tree(s) is— not marked, your application may not be able to be processed.**

**Provide a diagram of the property below and indicate location of the tree(s) to be removed. If a diagram is not provided, your application may not be able to be immediately processed. Diagram can be sketched below or on separate page.**



Applicant's Signature: \_\_\_\_\_

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

**FOR CITY USE ONLY:**

Date application received: \_\_\_\_\_ Date Property Inspected: \_\_\_\_\_ Inspected by: \_\_\_\_\_

<b>Tree Type</b>	<b>DBH (inches)</b>	<b>Location</b>	<b>Condition</b>
(1): _____	_____	_____	_____
(2): _____	_____	_____	_____
(3): _____	_____	_____	_____
(4): _____	_____	_____	_____

Waiver Granted: \_\_\_\_\_ Reason: \_\_\_\_\_

Preliminary Approval/Denial: \_\_\_\_\_ Preliminary Approval/Denial Date: \_\_\_\_\_

Permit Type:     Standard removal         Immediate removal         Undesirable Species

Final Approval/Denial: \_\_\_\_\_ Final Approval/Denial Date: \_\_\_\_\_

Permit Request Posted form: \_\_\_\_\_ to: \_\_\_\_\_ Citizen Opposition Received: \_\_\_\_\_

<b>Tree Commission Hearing:</b> _____	<b>Date Tree Commission Decision Issued:</b> _____
<b>Tree Commission Decision:</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Replacement Tree Requirements: \_\_\_\_\_ OR Fee in Lieu: \_\_\_\_\_

Type: \_\_\_\_\_ Location: \_\_\_\_\_

Planting Deadline: \_\_\_\_\_ Site Visit to Confirm Planting: \_\_\_\_\_

## **GENERAL INFORMATION REGARDING TREE REMOVAL IN THE CITY OF TAKOMA PARK**

### **APPLICATION PROCESS:**

Prior to the removal of any tree, greater than 24" in circumference or 7 5/8" in diameter at 4 ½ feet from the base, a permit or waiver must be applied for and received. An inspection will be conducted within 5 working days of receipt of a completed application form with payment. Mail or drop off your completed application and fee payment by check, payable to City of Takoma Park, to the Public Works Department, 31 Oswego Avenue, Silver Spring, MD 20910. Violations of the City Tree Law may result in a \$1000 fine plus abatement.

**TREES TO BE INSPECTED MUST BE MARKED WITH A RIBBON.** Should the tree in question be dead or considered a hazard, a Tree Removal Waiver will be issued. If the tree in question is still living, a 15-day posting period for public comment is required, as is a Tree Replanting Agreement, before the City can issue a Permit. If the tree is an undesirable species or diseased beyond recovery, as determined by the City Code, the posting period will be waived and a Tree Removal Permit will be granted after a Tree Replanting Agreement is returned. If your application is denied, you will receive a letter of explanation. You have the right to appeal. To request an appeal, send a letter stating your reasons to the City Arborist, 31 Oswego Avenue, Silver Spring, MD 20910. **WHEN APPLICATION IS MADE FOR CONSTRUCTION REASONS, A COPY OF THE RESPECTIVE COUNTY PERMIT AND SITE PLAN MUST BE PRESENTED PRIOR TO ISSUANCE OF PERMIT.**

### **TREE REPLACEMENT REQUIREMENTS:**

Issuance of a Tree Removal Permit requires the applicant's agreement to replace removed tree(s). Replacement trees shall be nursery stock, equal or superior to the removed tree(s) in terms of species, shade potential and other characteristics. The minimum size of a replacement tree is 1 ½ inches in caliper. The number of replacement tree(s) required depends on the species, size and health of the removed tree and is specified in City Code. You will be notified, by mail, of the required number of replacement trees. No permit will be issued until the signed Replanting Agreement has been returned to the City. When it is not feasible or desirable to replace trees on-site, the applicant may pay a fee in lieu equivalent to the installed market value of the replacement tree to the City's tree planting fund.

### **SPECIAL NOTE FOR RESIDENTS LOCATED IN THE HISTORIC DISTRICT:**

If the tree address is located in the Historic District, permits are required for tree 6" in diameter or 18" in circumference. You must receive permission from the City of Takoma Park and the Maryland National Capital Park & Planning's Historic Preservation Commission (HPC). To inquire about the HPC requirements, call 301-563-3400. To apply for a Historic Area Work Permit, contact the Montgomery County Department of Permitting Services at 240-777-6370.

### **CRITERIA FOR TREE PERMIT DECISIONS:**

- The general health and condition of the tree(s); whether the tree is diseased, injured beyond restoration, in danger of falling or for other sound forest management reasons, should be removed.
- The extent of which tree clearing is necessary to achieve proposed development or land use, and when appropriate, the ameliorating effects of a tree protection plan.
- The number and type of replacement tree(s) and/or reforestation plan.
- The hardship which the applicant will suffer from a modification or rejection of the application.
- The desirability of preserving any tree by reason of its age, size or outstanding quality, such as uniqueness, rarity or status as a landmark, or species specimen.
- The extent to which the area would be subject to environmental degradation due to removal of the tree(s).
- The impact of the reduction in tree cover and adjacent properties, surrounding neighborhood and property where the tree is located.
- Whether the tree interferes with utility services, structures or the use of property.
- The desirability of the tree species as a permanent part of the urban forest.

### **LICENSED TREE CARE PROFESSIONALS REQUIRED FOR ANY TREE WORK:**

Tree work done for hire in the City of Takoma Park must be carried out by a State of Maryland licensed tree expert (LTE). Protect yourself. Non-licensed tree companies often do not have the necessary insurance or credentials to do the job correctly, and hiring someone who is not licensed is a violation of City and State law. Always ask your contractor what their LTE number is before hiring.

### **PRE-PLANTING OR REPLACEMENT TREES:**

Property owners may obtain the Tree Replacement credits to satisfy future tree replanting requirements by planting trees or contributing to the Tree Fund in advance of the tree removal. In order to receive credit for a pre-planted tree, the proper owner must register the tree with the City within 90 days of purchase date and provide documentation of the species, size and location. The registration form is available from the Public Works Department.

# CITY OF TAKOMA PARK HISTORIC DISTRICT

