

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

**TREE REMOVAL APPLICATION**

Waiver fee: \$25.00

Permit fee: \$50.00

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):  
\_\_\_\_\_

**Permit/Waiver is required if the tree is greater than 24" in circumference or 7 5/8" in diameter at 4.5 feet from the base. If tree removal is for construction of a building, site plans must be attached and County permits are required. If tree removal is for a driveway or pavement, a City driveway apron permit may be required.**

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.**

**Draw a diagram of the property and indicate location of the tree(s) below. If a diagram is not provided, your application may not be able to be processed.**

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

Date Application Completed: \_\_\_\_\_

**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 from: \_\_\_\_\_ 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 Contribution to City Tree Fund: \_\_\_\_\_

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

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

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

### APPLICATION PROCESS

A permit/waiver is required if the tree is greater than 24" in circumference or 7 5/8" in diameter at 4 ½ feet from the base. An inspection will be conducted within 10 working days of receipt of a completed application form and \$50.00 permit fee. 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 after inspection. If the tree in question is healthy, a 15-day posting period for public notice and appeal is required before the City can issue a Permit. If the tree is an undesirable species or diseased beyond recovery as determined by the City Arborist, the posting period will be waived and a Tree Removal Permit will be granted after inspection. 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. Evaluation criteria are outlined below. WHEN APPLICATION IS MADE FOR CONSTRUCTION REASONS, A COPY OF THE RESPECTIVE COUNTY PERMIT AND SITE PLAN MUST BE INCLUDED WITH APPLICATION. Mail or drop off your completed application and \$50.00 check, made payable to City of Takoma Park, to the Public Works Department, 31 Oswego Avenue, Silver Spring, MD 20910.

### 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 quality, shade potential and other characteristics. The minimum size of a replacement tree is 1 ½ inches in diameter. The number of replacement tree(s) required depends on the size and health of the removed tree and will be determined by the City Arborist. When it is not feasible or desirable to replace trees on-site, the applicant may make a contribution 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, 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.

### PERMIT EVALUATION CRITERIA

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 to 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 on 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.

### CONTRACT TREE WORK

TREE WORK DONE FOR HIRE IN THE CITY OF TAKOMA PARK MUST BE CARRIED OUT BY A MARYLAND STATE 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.