

# Chevy Chase Village Tree Removal Permit Application

Permit No. \_\_\_\_\_

All trees on private property with trunks that measure at least twenty-four (24) inches in circumference (or 7.7 inches in diameter) at four and one-half (4½) feet above ground level require a Village permit to be removed.

<b>Property Address:</b>	
Resident:	
Telephone:	
E-mail:	
<b>Tree Removal Contractor (required and must be a Maryland Licensed Tree Expert):</b>	
Business Name:	
Owner:	
Address:	
Telephone:	Fax:
E-mail:	
MD Dept. of Natural Resources (DNR) Licensed Tree Expert (LTE) No. (required):	
<i>For Village office staff use:</i>	
Is this property located within the historic district?	Yes <input type="checkbox"/> No <input type="checkbox"/> Staff initials _____
Verification of species pursuant to Sec. 17-3(a)(7):	_____ Staff initials _____
Date application submitted to Village Office: _____	Date approved or denied: _____

**Village Code Chapter 17. Urban Forest §17-1 and 17-2. Permit Required.**

“No person shall remove or destroy, or cause the removal or destruction, of a tree or undertake any action that will substantially impair the health or growth of a tree without first obtaining a permit from the Village Manager. No permit shall be required for normal and reasonable trimming or other tree care designed to maintain the health, shape, or balance of a tree.”

**Village Code §17-3. Permit Standards.**

The Village Manager may issue a permit *only* if at least one (1) of the following conditions applies:

- The tree is diseased beyond restoration, insect infected beyond restoration, or injured beyond restoration;
- The tree is dead or dying, or is in danger of falling;
- The tree constitutes a hazard to the safety of persons;
- The tree constitutes a hazard and threatens injury to property;
- The tree constitutes a hazard and threatens injury to, or would have a negative effect on the health of other trees;
- The tree is injurious to or creates a condition injurious to the health of a person, certified to by a qualified medical practitioner;
- The tree is on a list of tree species of little value, as determined by the Board of Managers after consultation with the Village arborist and Village Tree Committee.

**An applicant who is denied a tree removal permit by the Village Manager may appeal that decision to the Board of Managers. Any appeal must be in writing and made within ten (10) days of the permit denial.**

**Filing Requirements**

- Copy of the findings and recommendations report from the Village Arborist or, pursuant to Sec. 17-3(a)(7), Village staff.
- This completed application, including the tree contractor’s name, phone number and MD-DNR License No.
- Payment of \$25.00 per tree filing fee for a Village Tree Removal Permit application, up to a max. of \$175. The fee is waived for trees approved subject to Sec. 17-3(a)(7).

**Do you intend to reforest on your property?** \_\_\_\_\_

**REFORESTATION INCENTIVE**

Under the new Tree Incentive Program, the Village will reimburse residents for up to half of the total costs to a maximum of \$175 for the purchase and planting of qualifying canopy trees on privately owned properties. Additionally, applicants for Tree Removal Permits will be refunded their permit filing fee if they plant a canopy tree within six months of receiving a Village Tree Removal Permit.

**By signing below, I understand that no work may be performed until the Village permit is issued and posted to be visible from the street.**

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Tree Removal Plans (including reforestation plan, if any)	
For Use By Village Manager	Approved with the following conditions:
For Use By Village Manager	Denied for the following reasons:

<p align="center"><b>Filing Fee:</b></p> <p align="center">\$25.00/tree x ___ trees = \$ _____ (up to \$175 max. per application)</p>	<p><b>Checks Payable to:</b></p> <p align="center"><b>Chevy Chase Village 5906 Connecticut Avenue Chevy Chase, MD 20815</b></p>
<p align="center"><b>Damage Deposit</b></p> <p><input type="checkbox"/> \$ _____</p> <p><input type="checkbox"/> Waived by Village Manager.</p>	<p>Village Manager Signature:</p> <p>Date:</p>
<p>Total Fees + Deposit:</p>	<p>Staff Signature:</p> <p>Date:</p>

# Chevy Chase Village Tree Inspection Request Form

<b>Property Address:</b>
Date this form submitted to Village office:
Resident Name:
Phone:
E-mail:
This request initiated by: <input type="checkbox"/> Village office staff. <input type="checkbox"/> Resident/property owner
<input type="checkbox"/> Inspect tree(s) <sup>1</sup> requested for removal -- are any of conditions in Village Code Sec. 17-3(a) met? <input type="checkbox"/> Inspect trees <sup>1</sup> on property to determine if a Tree Protection Plan (TPP) is needed for proposed project <sup>2</sup> . <input type="checkbox"/> Pursuant to a Village Bldg Permit application <sup>2</sup> , prepare TPP for trees <sup>1</sup> on property [\$250 fee] <input type="checkbox"/> Verify that a TPP has been implemented for Village Building Permit #_____. <input type="checkbox"/> Follow up on an existing TPP -- is it OK to remove TPP? <input type="checkbox"/> Village right-of-way/park <input type="checkbox"/> Other: _____
<i><sup>1</sup> Show location of tree(s) on a plat or site plan (or on diagram on reverse, but only if plat unavailable).</i> <i><sup>2</sup> Attach full description of proposed project.</i>

Sections below must be completed by Village Arborist:

**Tree #1:**     Private Property     Village right-of-way  
 Location:    Rear    Front    Side-L    Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_     n/a: no tag.  
 Assessment: \_\_\_\_\_

**Tree #2:**     Private Property     Village right-of-way  
 Location:    Rear    Front    Side-L    Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_     n/a: no tag.  
 Assessment: \_\_\_\_\_

**Tree #3:**     Private Property     Village right-of-way  
 Location:    Rear    Front    Side-L    Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_     n/a: no tag.  
 Assessment: \_\_\_\_\_

(For more trees, please check here  and attach pages: # of extra trees\_\_\_\_; # of extra pages\_\_\_\_.)

**Arborist assessment: Does tree meet any of the conditions in Village Code 17-3 to qualify for removal?**

Removal Approved	Denied	*Is permit required? (i.e, trunk circumference $\geq 24$ "?)	Y	N
Tree #1 <input type="checkbox"/>	<input type="checkbox"/>		Tree #1 <input type="checkbox"/>	<input type="checkbox"/>
Tree #2 <input type="checkbox"/>	<input type="checkbox"/>		Tree #2 <input type="checkbox"/>	<input type="checkbox"/>
Tree #3 <input type="checkbox"/>	<input type="checkbox"/>		Tree #3 <input type="checkbox"/>	<input type="checkbox"/>

**Arborist/Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tree #4:**  Private Property  Village right-of-way  
 Location:  Rear  Front  Side-L  Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_  n/a: no tag.  
 Assessment: \_\_\_\_\_

**Tree #5:**  Private Property  Village right-of-way  
 Location:  Rear  Front  Side-L  Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_  n/a: no tag.  
 Assessment: \_\_\_\_\_

**Tree #6:**  Private Property  Village right-of-way  
 Location:  Rear  Front  Side-L  Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_  n/a: no tag.  
 Assessment: \_\_\_\_\_

**Tree #7:**  Private Property  Village right-of-way  
 Location:  Rear  Front  Side-L  Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_  n/a: no tag.  
 Assessment: \_\_\_\_\_

**Tree #8:**  Private Property  Village right-of-way  
 Location:  Rear  Front  Side-L  Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_  n/a: no tag.  
 Assessment: \_\_\_\_\_

**Tree #9:**  Private Property  Village right-of-way  
 Location:  Rear  Front  Side-L  Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_  n/a: no tag.  
 Assessment: \_\_\_\_\_

**Tree #10:**  Private Property  Village right-of-way  
 Location:  Rear  Front  Side-L  Side-R  
 DBH\*=\_\_\_\_\_ Species: \_\_\_\_\_ Tag#: \_\_\_\_\_  n/a: no tag.  
 Assessment: \_\_\_\_\_

(For more trees, please check here  and attach pages: # of extra trees \_\_\_; # of extra pages \_\_\_.)

**Arborist assessment: Does tree meet any of the conditions in Village Code 17-3 to qualify for removal?**

Removal Approved	Denied	*Is permit required? (i.e, trunk circumference $\geq 24$ "?)	Y	N
Tree #4 <input type="checkbox"/>	<input type="checkbox"/>	Tree #4	<input type="checkbox"/>	<input type="checkbox"/>
Tree #5 <input type="checkbox"/>	<input type="checkbox"/>	Tree #5	<input type="checkbox"/>	<input type="checkbox"/>
Tree #6 <input type="checkbox"/>	<input type="checkbox"/>	Tree #6	<input type="checkbox"/>	<input type="checkbox"/>
Tree #7 <input type="checkbox"/>	<input type="checkbox"/>	Tree #7	<input type="checkbox"/>	<input type="checkbox"/>
Tree #8 <input type="checkbox"/>	<input type="checkbox"/>	Tree #8	<input type="checkbox"/>	<input type="checkbox"/>
Tree #9 <input type="checkbox"/>	<input type="checkbox"/>	Tree #9	<input type="checkbox"/>	<input type="checkbox"/>
Tree #10 <input type="checkbox"/>	<input type="checkbox"/>	Tree #10	<input type="checkbox"/>	<input type="checkbox"/>

**Arborist/Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Diagram for Tree Inspection/Reforestation Recommendation

*(use this diagram ONLY if a plat or site survey is unavailable)*

Instructions for Arborist (or) Notes from Arborist:

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Arborist Reforestation Recommendation:

Species(s) (in Order of Preference)

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Location (in Order of Preference)

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Rear of house

