



Town of Chevy Chase
 4301 Willow Lane
 Chevy Chase, MD 20815

301-654-7144 (phone)
 301-718-9631 (fax)
townoffice@townofchevychase.org

Town Permit #: _____

Application for Tree Removal Permit

The Town of Chevy Chase prohibits the removal of any canopy tree without first obtaining a permit from the Town. A canopy tree is defined as a tree with a trunk that measures at least 24 inches in circumference at four and one-half feet above the ground. If a tree divides at less than four and one-half feet above the ground, the trunk shall be measured directly beneath the dividing point.

The Town Arborist’s review of a permit application is based on observations of the tree from the ground. If you are aware of hazardous conditions in the canopy of a tree that are not observable from the ground, these conditions should be documented in the permit request. If a permit is denied, and you subsequently receive additional information documenting hazardous conditions in a tree, you may submit your permit for reconsideration.

Upon receipt of a permit application, a notice advising the public of the request will be posted on the property prior to evaluation of the request. Following evaluation by the Town Arborist, the Town Manager will issue a permit for those trees that are dead, dying, or in danger of falling; constitute a hazard to the safety of persons or property; or are on the Town’s list of undesirable tree species (listed on page 3). The Urban Forest Ordinance includes a 7 day notification/waiting requirement for most approved permits.

If a permit application is denied, the Applicant may appeal the decision to the Town’s Tree Ordinance Board following the procedures listed on page 4.

Property Address: _____

Applicant Information:

 Name

 Applicant Phone

 Address (if different than property address)

 E-Mail

Submittal Requirements

The following information must be provided to the Town on this form or as an attachment:

- 8 ½” x 11” diagram of your property showing the location of the tree(s) to be removed
- Species of tree(s) to be removed (if known) _____
- Circumference of tree(s) (four and one-half feet above the ground) _____
- (Optional) Additional information documenting the condition of the tree(s)

Affidavit

I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the permit application are true and correct to the best of my knowledge, information, and belief.

 Signature

 Date

 Print Name

Office Use Only – Town Arborist Review

Recommend Approval
 Denial

Species: _____ Size (DBH): _____

- Dead, dying, or in danger of falling
- A hazard to the safety of persons or property
- An undesirable tree species (as approved by the Town Council)
- Tree does not meet the above criteria

Arborist Signature

Date

Notes: _____

- Tree presents imminent harm to life or property (recommend waiving 7 day posting requirement)

Species: _____ Size (DBH): _____

Recommend Approval
 Denial

- Dead, dying, or in danger of falling
- A hazard to the safety of persons or property
- An undesirable tree species (as approved by the Town Council)
- Tree does not meet the above criteria

Notes: _____

- Tree presents imminent harm to life or property (recommend waiving 7 day posting requirement)

For more than two trees, the arborist will provide a separate written evaluation for each tree.

Office Use Only – Permit Approval

Permit is: Approved
 Denied
 Partially Approved or Approved with Conditions as noted

Conditions: _____

- Approval sign must be posted on property for 7 days prior to removal of approved tree(s)
- Tree(s) present(s) imminent harm to life or property (7 day posting requirement is waived)

Executed by order of the Town Manager, the Town of Chevy Chase, Maryland, this _____ day of _____, _____.

Town Manager

Town of Chevy Chase Undesirable Tree List

Trees listed below require a permit for removal; however, they will automatically qualify for approval. Please contact the Town if you need assistance in identifying the species of a tree.

Arborvitae – *Thuja occidentalis*

Boxelder – *Acer negundo*

Black Locust – *Robinia pseudoacacia*

Bradford Pear - *Pyrus calleryana* ‘Bradford’

Canadian Hemlock – *Tsuga Canadensis*

Cherry/Black Cherry – *Prunus* spp

Crabapple – *Malus* spp

Crepe Myrtle – *Lagerstroemia* spp

Dogwood – *Cornus* spp

False Cypress – *Chamaecyparis* spp

Japanese Maple – *Acer palmatum*

Leyland Cypress – *Cupressus x leylandii*

Mulberry – *Morus alba*

Norway Maple - *Acer platanoides*

Redbud – *Cercis Canadensis*

Spruce – *Picea* spp

Tree of Heaven - *Ailanthus altissima*

Virginia Juniper – *Juniper virginiana*

White Pine – *Pinus strobus*

Tree Removal Appeals Process

An applicant who is denied a permit by the Town Manager may appeal the decision by filing a written appeal to the Tree Ordinance Board within thirty (30) days of the Town Manager's denial of the permit application. Upon receipt of an appeal, at least seven days prior to the hearing, the Town Manager will issue a notice of public hearing to all adjacent and confronting properties and post a Notice of Public Hearing sign on the property. At the hearing, the Tree Ordinance Board may affirm the denial of a permit, may direct the Town Manager to issue a permit, or may direct the Town Manager to issue a permit upon such conditions, terms, or restrictions as the Board may deem necessary to accomplish the intent and purposes of Chapter 29 of the Town Code.

Factors to be Considered

The Tree Ordinance Board shall consider the following factors in deciding whether to approve or deny a request for a Tree Removal Permit for a tree that does not qualify for removal under Chapter 29-6 of the Town Code.

- (1) The reasons cited by the applicant for wanting to remove the tree.
- (2) The applicant's intention to plant replacement trees, with consideration of the number, size and desirability of species, and with a minimum goal of replacing the tree to be removed.
- (3) The applicant's intention to retain and protect existing trees.
- (4) The facts in support or opposition presented by town residents.
- (5) Information provided by the Town Arborist.
- (6) The extent to which no alternative to tree removal exists that would allow the proposed development, construction, or land use otherwise permitted under the Town Building Code.
- (7) The desirability of preserving a tree by reason of its age, size or outstanding qualities, including uniqueness, rarity or species.
- (8) The overall effect on the tree canopy of the adjacent properties, the neighborhood and the Town.
- (9) The aggregate or cumulative effect of the proposed canopy tree removal(s), including any and all canopy tree removals from the property within the prior two-year period.

Within 30 days of the date of the issuance of a decision of the Tree Ordinance Board, any aggrieved party may seek judicial review of the decision by filing a petition for judicial review in accordance with Title 7, Chapter 200, Judicial Review of Administrative Agency Decisions, of the Maryland Rules of Procedure.

Submittal Requirements for Appeal

- A copy of the denied Tree Permit Application
- A statement explaining why the proposed action is reasonable and necessary and consistent with the purposes of the Tree Ordinance. Each of the 9 factors above should be addressed.
- A statement that indicates whether the applicant intends to perform reforestation after tree removal is completed, and a diagram showing the number, size, species, and location of the proposed replacement tree or trees.
- Any other information that may be useful in evaluating the tree removal request. This may include information from an independent arborist further documenting the relative health of the tree.