

# Preliminary Project Request (PPR) Tree Removal Submittal Form

Used to request the removal of trees located in the Chesapeake Bay Preservation Area (CBPA) Resource Protection Area (RPA) when not associated with a development plan or construction. Per Section 106(B) (5) of the CBPA Ordinance, in order to maintain the functional value of the buffer area, existing vegetation may be removed only pursuant to an administrative variance, as set forth in Section 110(B) of this ordinance, and only to provide for reasonable sight lines, access paths, general woodlot management, and best management practices, including those that prevent upland erosion and concentrated flows of stormwater.

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

Current Property Owner Name: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Name (if different from current owner): \_\_\_\_\_ Point of Contact: \_\_\_\_\_

Business Name: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_

**The following items are required with this request via electronic document submittal through ACCELA Citizen Accela at <https://aca-prod.accela.com/cvb/Default.aspx>. Please do not submit your request directly to staff via email. If you do not have access to email you may submit a hard copy to the Department of Planning and Community Development.**

- Map or survey, drawn to scale, with requested trees clearly marked, and in relation to the house.
- If removing trees due to hazard reasons, provide the distance from the tree(s) to the structure.
- Common name or species of tree(s), if known.
- Provide the approximate size of the tree(s):
  - Tree diameter measured at approximately 4.5 feet about the ground
  - Tree height
- Color photos of each tree requested for removal. The following standards must be met:
 

○ Color photos must be clear/in focus	○ If citing hazard reasons, color photos must be shown of the tree(s) in relation to the structure
○ Show tree canopy	
○ Show tree root zone	
○ Show tree trunk	○ Color photos must be clearly identified

**Has a Stop Work Order or Notice of Noncompliance been issued specific to this request?**

Yes

No

Unknown

**Correspondence with city staff:**

Which city staff has been informed of this request through meetings, phone conversations, or emails?

\_\_\_\_\_

What issues were discussed?

\_\_\_\_\_

