

# 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, vegetation in the RPA may only be removed pursuant to an administrative variance.

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

Current Property Owner Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_

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

**Please note\* An email contact must be provided.**

**The following items are required with this request via electronic document submittal thru ACCELA.**

- 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	○ Color photos must be clearly identified
○ Show tree root zone	
○ Show tree trunk	

*Please answer the following thoroughly.*

**Has a CBPA Board or Administrative Variance previously been granted on this property? (Check one)**

Yes
  No
  Unknown

If yes, Board Variance Date: \_\_\_\_\_ Administrative Variance Date: \_\_\_\_\_

**Has any construction associated with this request already begun or been completed? (Check one)**

Yes
  No

**Has a Stop Work Order or Notice of Non-compliance been issued? (Check one)**

Yes
  No

If yes, please explain the reason for non-compliance and after-the-fact trees removed: \_\_\_\_\_

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**Correspondence with city staff:**

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

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What issues were discussed?

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