



Tree Removal Permit Application

Please consider using the online application option. See the 'Tree Removal Permit' page on TakomaParkMD.gov for more information.

If you believe there is an emergency situation with a tree on your property, please see the reverse side of this form for guidance on the appropriate actions to take.

Application Fee If Any Trees Are Living: \$50

Application Fee If All Trees Are Dead: \$25

- Make checks payable to "City of Takoma Park"
- Fees are non-refundable
- Submit application at the Public Works building

Tree Location Address: _____ Are the tree(s) located in the Historic District?

Property Owner Name: _____ Daytime Phone Number: _____

Property Owner Address (if different from tree location): _____ Email: _____

Number of trees to be removed (maximum of five per application): _____

Reason(s) for removal: _____

In order to remove any tree located on private property (alive or dead) with a trunk greater than 24" in circumference or 7-5/8" in diameter measured at 4.5 feet from the ground, a permit is required. Please see the 'Tree Removal Permit' page of the City website for more information.

You must mark the tree(s) to be removed with a ribbon or something similar after submitting this application. If tree(s) are not marked we may not be able to process your application.

Provide a sketch of the property below and indicate location of the tree(s) to be removed. Or, provide a written description of the location of the tree(s) in the yard.

Applicant's Signature: _____

Date: _____



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Emergency Tree Situations

If you feel that there is an *imminent* likelihood of your tree failing and causing significant harm to life or property, you may stop the Tree Removal Permit application process and do the following:

- Contact a tree company with a Maryland Licensed Tree Expert qualified in Tree Risk Assessment to look at the tree and provide recommendations on risk mitigation actions.
- If the Licensed Tree Expert confirms that there is an 'imminent' likelihood of tree failure and 'high' or 'extreme' risk associated with the tree, you may take emergency action to address the hazard without first applying for a Tree Removal Permit. If the Licensed Tree Expert determines otherwise, please resume applying for a Tree Removal Permit.
- You must contact the Urban Forest Manager to notify them of the emergency situation as soon as time allows, while prioritizing coordination of risk mitigation actions first. Please provide the tree location, approximate trunk size, details about the tree that are creating an emergency situation, and the name and contact information of the tree company that has confirmed the tree's imminent likelihood of failure.
- Emergency action is typically only warranted when a tree's roots are actively heaving out of the soil or its trunk is actively cracking and breaking apart. Trees with stationary leans that have been present for some time or trees that are dying but without an *imminent* likelihood of failure would not fall into this category.
- See the following code language for additional information on the provisions allowing for emergency action without a permit: [12.050.B.1.](#) and [12.04.010.](#)

Urban Forest Manager

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