

# REQUEST FOR TREE IMPACT ASSESSMENT

## Application Fee: \$50.00

Takoma Park Public Works  
31 Oswego Avenue  
Silver Spring, Maryland 20910  
301-891-7633

(Checks and money orders should be made payable to 'City of Takoma Park')

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See attached City Code to determine if a Tree Impact Assessment is required.

**APPLICANT:**

Project Address/Location: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address (if different from project address): \_\_\_\_\_

**CONTRACTOR / AGENT (if applicable):**

Name/Company: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Check this box if you would like your contractor / agent to be contacted and informed of the Urban Forest Manager's determination following this assessment.

**Note for PRUNING work:**

- Please provide a written description and/or marked-up photos clearly explaining which branches and what percentage of the live crown will be pruned for tree pruning work. If you are uncertain about what portion of the tree needs to be pruned, you should determine this with your tree care contractor prior to submitting for this Tree Impact Assessment.

**Note for CONSTRUCTION, LANDSCAPING, and OTHER work:**

- Please provide a sketch or plan drawings as well as a brief narrative describing your project and how work is to be performed. Please include as much detail as you can regarding the depth of excavation, the type of equipment to be used, the area of your property that will be disturbed by project activities, and anything else that might be relevant. Damage to roots by excavation and soil compaction by construction traffic / materials storage are of chief concern. Your project will be assessed for impacts to trees on your property as well as those on neighboring properties.

**Also note:**

- The assessment cannot be performed until the application fee is received.

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Applicant Signature

Date

**OFFICE USE ONLY:**

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

Tree Protection Plan Require:  Yes  No

## City Code:

### 12.12.030 Tree impact assessment

A. A tree impact assessment is conducted by the Urban Forest Manager for the purpose of assessing the potential adverse impact of proposed activity in the vicinity of an urban forest tree on said urban forest tree and determining whether a tree removal permit or tree protection plan permit will be required for the proposed activity. Except as provided in subsection (B) of this section, a tree impact assessment shall be required prior to conducting any of the following:

1. Land disturbing activities, such as raising or lowering existing grade or excavating more than three inches in depth over an area in excess of 25 square feet, within 50 feet of an urban forest tree;
2. Any activity within 50 feet of an urban forest tree that may destroy a significant portion of the roots, compact the soil, or impede water uptake, including, but not limited to, the operation or parking of vehicles or heavy equipment, storage of materials, and trenching;
3. Construction or placement of a structure other than a fence within 50 feet of an urban forest tree;
4. Paving in excess of 25 square feet with an impervious surface within 50 feet of an urban forest tree; or
5. Removing, relocating, destroying, or topping an urban forest tree or pruning more than 10% of the live canopy of an urban forest tree, or pruning live limbs with significant diameter in relation to the size of the tree, or other action which would significantly and permanently detract from an urban forest tree's health or growth.

B. The requirements set forth in subsection (A) of this section shall be modified as follows:

1. When an emergency action, as defined under this title, is taken pursuant to this subsection, the person engaging in the activity shall:
  - a. Document the existence of an emergency,
  - b. Cease activity when the risk of harm to life or significant harm to property is eliminated,
  - c. Notify the Urban Forest Manager, provide documentation of the emergency, and request a tree impact assessment immediately or no later than the first business day following the commencement of the emergency action, and
  - d. Resume activity only after the determination is made that a tree protection plan permit is not required in connection with the activity or a tree protection plan permit is issued.
2. A tree impact assessment shall not be required for the following:
  - a. Actions performed at the written request of a utility company such as PEPCO, Verizon, WSSC, or Washington Gas; or
  - b. Actions performed by a utility company in accordance with a memorandum of understanding between the utility company and the City.

C. The Urban Forest Manager shall conduct a tree impact assessment upon submission of an application by any person intending to conduct an activity described in subsection (A) of this section. Following the tree impact assessment, which requires a site visit, the Urban Forest Manager will advise the person requesting the assessment in writing of the permits required under this chapter to proceed with the proposed activity and any suggestions to reduce the adverse impact of the proposed activity on the trees in the area. The Urban Forest Manager does not serve as the arborist for property owners and does not prepare tree protection plans on behalf of property owners.

D. The fee for a tree impact assessment shall be established via regulation.

E. Failure to obtain a tree impact assessment before conducting any of the activities described in this section shall constitute a Class AA municipal infraction. (Ord. 2020-22, 2020/Ord. 2010-27 § 1 (part), 2010/Ord. 2003-40 (part), 2004)