



Tree Protection Plan Permit Application Packet

Application Fee: \$50

First Submission

Resubmission

Submission Date: _____

Tree Impact Assessment
Reference Number (W00, etc.): _____

Official Use Only:

PROJECT PROPERTY OWNER (Note - Application must be signed and submitted by the property owner):

Project Address: _____

Name: _____ Phone: _____

Email: _____

Applicant Mailing Address
(if different from project address): _____

PROJECT DETAILS:

Will any Urban Forest Trees (> 24" circumference) need to be removed as part of this project?

No Yes

Will this project require a Takoma Park Storm Water Permit? (search 'Storm Water Permit' at takomaparkmd.gov)

No Yes Permit Number: _____

Will a Montgomery County Building Permit be required for this project? (see montgomerycountymd.gov/dps/)

No Yes Permit Number: _____

CONTRACTOR / ARCHITECT / ARBORIST / AGENT (Not required, but helpful when available):

1. Name/Company: _____ Project Role: _____

Address: _____

Email: _____ Phone: _____

2. Name/Company: _____ Project Role: _____

Address: _____

Email: _____ Phone: _____



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The Tree Protection Plan Permit Process

1. Tree Protection Plan Permit applications should be submitted only after a Tree Impact Assessment has been requested and conducted. The Tree Impact Assessment should be requested early in your design process so that you can best account for tree impact concerns without risking costly redesigns.
2. Complete and **submit a Tree Protection Plan Permit Application** including the following:
 - A completed and signed copy of this application packet. Every item in the Tree Protection Checklist in this packet must be checked and addressed. **Refer closely to the Tree Protection Plan Manual**, found on the City of Takoma Park website or at the Public Works building, for guidance.
 - All supplementary documentation specified in the Tree Protection Plan Checklist including:
 - A **Tree Inventory** listing all urban forest trees in the vicinity of your project
 - A **project plan drawing** accurately depicting the extents of your project and locations of all urban forest trees indicated in your Tree Inventory
 - Any **narrative descriptions** required to describe your project and your Tree Protection Plan.
 - Any relevant **construction or tree protection detail drawings or descriptions**
 - Any **reports from** arborists, surveyors, or other professionals as may be helpful
3. The City of Takoma Park Urban Forest Manager will review the application and determine if any revisions are needed. Once the plan is deemed satisfactory it will receive **preliminary approval with two further steps required** before the permit is issued.
 - a. The permit will be on hold until a **15-day adjacent property comment period** is complete. The properties will be notified of their right to review and appeal the plan.
 - b. The permit will be on hold until the applicant provides a **signed Contractor Agreement Form**.
4. After receiving a permit, the applicant must coordinate the following before beginning construction activities:
 - a. A **Preconstruction Meeting** in advance of any tree protection measures being installed, including the contractor foreman, the property owner/agent, and the Urban Forest Manager. This meeting is to ensure that all parties fully understand the requirements of the Tree Protection Plan.
 - b. A **Tree Protection Measures Inspection** conducted by the Urban Forest Manager after the measures are installed.
5. The project will then receive **Notice of Approval to Break Ground**.
6. All **tree protection measures must remain in place** until the completion of the project or as stipulated in the approved Tree Protection Plan. The plan may require **inspections by the Urban Forest Manager** at certain project milestones to approve certain activities or adjustments to the tree protection measures.
7. After completion, some projects will require a **post-construction inspection, post-construction tree healthcare measures, or other requirements specified in the approved plan**, which will be reviewed and approved by the Urban Forest Manager.

Please use the MyTKPK web portal to upload all required application materials and then follow any instructions for uploading supplementary materials. We encourage you to fill in this application packet electronically using the pdf application of your choice. A paper submission option is available upon request.

Please review the following pages to accurately complete your Tree Protection Plan Permit Application. The Urban Forest Manager can provide basic guidance but will typically refer you to the **Tree Protection Plan Manual** document. For more complicated projects you may need to hire a consulting arborist or similarly qualified professional to aid in composing your Tree Protection Plan.



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Tree Protection Plan Checklist

The following checklist will guide you through the creation of your tree protection plan. Checking a box alone is not sufficient, you must actually include the required element on your tree protection plan. Please provide a response for each element to state whether or not it applies to your project. Please refer to the Tree Protection Plan Manual as you work through this checklist for guidance in completing your Tree Protection Plan (TPP).

1. Tree Inventory/List

(Required) I have included a tree inventory for all Urban Forest Trees (trees with trunks measuring 7.8 inches diameter or greater at 4.5 feet from the ground) within 50 feet of potential impacts involved with this project. This may include trees on neighboring properties, whose trunk measurements may be estimated. The trees are marked on the plan drawing with their inventory number and their diameters listed along with any other helpful information.

2. Critical Root Zones (CRZ)

(Required) I understand the potential extents to which tree roots may grow and have adequately considered the root zone of Urban Forest Trees in this plan.

Note: Drawing a circle on your plan for the CRZ of each tree is optional, though can be helpful, particularly when done under the guidance of a qualified arborist.

3. Tree Protection Fence (TPF)

TPF will be installed and I have depicted its location on the plan drawing. I have also specified the type of approved TPF to be used by including an approved detail drawing and/or description as part of my submission.

No TPF will be installed.

4. Equipment Usage

Heavy equipment, such as a mini-excavator, will be used on this project and I have included details on the specific equipment to be used, including type of equipment, model, ground pressure, and other information as available.

No heavy equipment will be used. All work will be conducted with hand tools and by foot traffic only.

5. Trunk Protection

Equipment or vehicles may pass close to a tree's trunk and trunk protection has been specified on the plan for the relevant trees. The installation detail for the trunk protection has been included as part of this submission.

No trees will require trunk protection.



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6. Root Protection Matting/Soil Compaction

Root protection matting will be used to protect roots and soil within tree CRZ's that will be exposed to heavier construction traffic or materials storage. The areas where root protection matting is to be installed have been depicted on the project plan drawing. The construction detail for the root protection matting has been included as part of this submission and is adequate to reduce soil compaction from the expected load.

No root protection matting is required on this project. Only light foot traffic is expected and no substantial materials storage will occur inside a tree's CRZ.

7. Materials Storage

Significant materials, soil, and/or equipment will be stored on site. The storage area has been depicted on the plan drawings and adequately limits the risk of soil compaction and root damage.

No materials, soil, or equipment are to be stored on the property. All materials will be stored off-site.

8. Silt Fence/Erosion Control

Erosion control measures will be used on this project and are depicted on the plan drawings. If sediment control will pass through a tree's CRZ, a trenchless installation has been specified.

No erosion control or silt fence will be required for this project.

9. Excavation and Grade Changes

There will be excavation and/or changes to the grade as part of this project and they have been indicated on the plan drawings. The depth of excavation is also included. Grade changes have been limited to minimize impacts to trees. Appropriate measures have been taken to limit the extent of excavation that may impact tree roots.

There will be no excavation or changes to the grade as part of this project.

10. Root Pruning

Root pruning will be conducted as part of this project. Lines depicting the locations of root pruning have been included on the plan drawings. The method and depth of root pruning have been noted in narrative format.

No root pruning will be required as part of this project.



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11. Utilities Installation

Underground utilities will be installed as a part of this project and their locations are depicted on the project plan drawings. The method and depth of installation/excavation is specified. Appropriate methods and alignments have been selected to minimize root impacts.

No underground utilities will be installed as part of this project.

12. Preliminary Exploratory Excavation

With prior approval from the UFM and in keeping with the guidelines included in the Tree Protection Plan Manual, I have conducted a preliminary exploratory excavation to inform this tree protection plan. The report from this exploration is included as part of this submission.

No preliminary exploratory excavation was required for this project.

13. Landscaping

Landscaping will occur as part of this project. The landscaping plan is included in this submission and addresses concerns about tree root impacts during installation.

No landscaping will occur as part of this project.

14. Pruning

Pruning of an urban forest tree will occur as part of this project. A description of which trees will require pruning and the extent and location of branches to be pruned has been included.

No pruning of an urban forest tree will be conducted as part of this project.

15. Tree Healthcare / Stress Mitigation Plan

Trees are likely to experience an elevated degree of stress during this project and a Tree Healthcare Plan has been created.

No Tree Healthcare Plan is required as trees are not likely to experience an elevated degree of stress.

16. Construction Methods that Require Special Consideration

(Required) I have reviewed Item 16 in the Tree Protection Plan Manual and have accounted for any special considerations that may be applicable to my project in my Tree Protection Plan.



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Supplementary Narrative Description of Project and Tree Protection Plan

Most tree protection plans require some amount of written description to clarify elements of the project and tree protection measures. Please refer to the Tree Protection Plan Checklist earlier in this application and the Tree Protection Plan manual for clarity on which elements may need to be specifically described. Such narrative descriptions can be provided in one of three ways mentioned below.

Please select which method(s) you are using to provide narrative descriptions:

A report or written document attached to this application

Notes added directly onto the plan drawings

Notes added to the space provided on this page



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Attached Documents

All plans require some degree of supporting documentation, such as tree inventories, plan drawings, construction detail drawings, professional reports, supplementary written explanations, etc. Below, please list the title of each document you have attached as part of this Tree Protection Plan submission. The documents must be clearly titled in the same manner as you have listed them here.

Attached Document #1: _____

Attached Document #2: _____

Attached Document #3: _____

Attached Document #4: _____

Attached Document #5: _____

Attached Document #6: _____

Attached Document #7: _____

Attached Document #8: _____

Attached Document #9: _____

Attached Document #10: _____

Applicant / Property Owner Signature

By signing below, you hereby affirm the following:

- I have reviewed and am familiar with the Tree Protection Plan Manual.
- I have completed the Tree Protection Plan Checklist.
- I have included any required narrative descriptions and attached documents.
- I understand that the project may not begin until the Urban Forest Manager provides approval to break ground.
- I understand that I may not alter the project plan in a way that may change its impact to trees without written approval from the Urban Forest Manager.
- I understand that violating the provisions agreed to in this document may result in a Stop Work Order and a citation as per City of Takoma Park municipal code.

Signature

Date