



**Town of Chevy Chase**  
 4301 Willow Lane  
 Chevy Chase, MD 20815

301-654-7144 (phone)  
 301-718-9631 (fax)  
[townoffice@townofchevychase.org](mailto:townoffice@townofchevychase.org)

Town Permit #: _____
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**Application for Tree Removal Permit**

The Town of Chevy Chase prohibits the removal or destruction, including undertaking any action that will substantially impair the health or growth of a canopy tree, without obtaining a permit from the Town. A canopy tree is defined as a tree with a trunk that measures at least 24 inches in circumference at four and one-half feet above the ground. If a tree divides at less than four and one-half feet above the ground, the trunk shall be measured directly beneath the dividing point.

The Town Manager, in consultation with the Town Arborist, will issue a permit for those trees that are dead, dying, or in danger of falling; constitute a hazard to the safety of persons or property; or are on the Town's list of undesirable tree species (see attached list). In all other cases, the Town Manager will deny the permit.

If a permit application is denied, the Applicant may appeal the decision to the Town's Tree Ordinance Board following the procedures listed on page 3.

**Applicant Information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Applicant Phone

\_\_\_\_\_  
Cellular Phone

\_\_\_\_\_  
E-Mail

**Contractor Information (if known):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Contractor Phone

<p><b>If the Contractor will be using a crane, the Town can restrict parking on the street during tree removal. The Town must be notified 48 hours in advance of the tree removal in order to post No Parking signs.</b></p>
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**Submittal Requirements**

The following information must be provided to the Town on this form or as an attachment:

- 8 1/2" x 11" diagram of your property showing the location of the tree(s) to be removed/destroyed
- Species of tree(s) to be removed/destroyed \_\_\_\_\_
- Circumference of tree(s) (four and one-half feet above the ground) \_\_\_\_\_
- Description of work to be done (i.e. removal, root pruning, etc.) \_\_\_\_\_
- Reason for removal/destruction of tree(s) \_\_\_\_\_

**Affidavit**

Any information that the applicant has set forth in the application that is false or misleading may result in the rejection of the application. A condition of this permit is that the proposed tree removal will comply at all times with the plan as approved by all applicable government agencies.

I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the permit application are true and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Office Use Only – Town Arborist Review**

Recommend  Approval

Denial

Tree # 1:

- Dead, dying, or in danger of falling
- A hazard to the safety of persons or property
- An undesirable tree species (as approved by the Town Council)
- Tree does not meet the above criteria

\_\_\_\_\_  
Arborist Signature

\_\_\_\_\_  
Date

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tree #2 (if necessary)

Recommend  Approval

Denial

- Dead, dying, or in danger of falling
- A hazard to the safety of persons or property
- An undesirable tree species (as approved by the Town Council)
- Tree does not meet the above criteria

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For more than two trees, the arborist will provide a separate written evaluation for each tree.

**Office Use Only – Permit Approval**

Permit is:

- Approved
- Denied
- Partially Approved or Approved with Conditions (See Below)

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Executed by order of the Town Manager, the Town of Chevy Chase, Maryland, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Town Manager

## Town of Chevy Chase Undesirable Tree List

Mulberry – *Morus alba*

Reason – These trees grow rapidly and have weak wood. They become very hazardous when large.

Boxelder – *Acer negundo*

Reason – These trees grow rapidly and have weak wood. They become very hazardous when large.

Black Locust – *Robinia pseudoacacia*

Reason – These trees develop cankers in the trunks and become very hazardous when large.

Black Cherry – *Prunus serotina*

Reason – These trees are susceptible to many pests and diseases, are relatively short-lived, and become hazardous as they mature and are large.

Bradford Pear - *Pyrus calleryana* ‘Bradford’

Reason – The Bradford Pear has poor branch structure that causes failure of the tree as it matures and becomes large.

Tree of Heaven - *Ailanthus altissima*

Reason – Tree of Heaven is a very fast growing tree with weak wood, is prone to excessive breakage, very messy and invasive to other trees.

Norway Maple - *Acer platanoides*

Reason – Norway Maple is a poorly structured tree, prone to breakage, easily injured leading to wood decay and is invasive to other trees.

## Tree Removal Appeals Process

An applicant who is denied a permit by the Town Manager may appeal the decision by filing a written appeal to the Tree Ordinance Board within thirty (30) days of the Town Manager's denial of the application for a permit. Upon receipt of an appeal, at least seven days prior to the hearing, the Town Manager will issue a notice of public hearing to all adjacent and confronting properties and post a Notice of Public Hearing sign on the property. At the hearing, the Tree Ordinance Board may affirm the denial of a permit, may direct the Town Manager to issue a permit, or may direct the Town Manager to issue a permit upon such conditions, terms, or restrictions as the Board may deem necessary to accomplish the intent and purposes of Chapter 29 of the Town Code.

### **Factors to be Considered**

The Tree Ordinance Board shall consider the following factors in deciding whether to approve or deny a request for a Tree Removal Permit for a tree that does not qualify for removal under Chapter. 29-6 of the Town Code.

- (1) The reasons cited by the applicant for wanting to remove the tree.
- (2) The applicant's intention to plant replacement trees, with consideration of the number, size and desirability of species, and with a minimum goal of replacing the tree to be removed.
- (3) The applicant's intention to retain and protect existing trees.
- (4) The facts in support or opposition presented by town residents.
- (5) Information provided by the Town Arborist.
- (6) The extent to which no alternative to tree removal exists that would allow the proposed development, construction, or land use otherwise permitted under the Town Building Code.
- (7) The desirability of preserving a tree by reason of its age, size or outstanding qualities, including uniqueness, rarity or species.
- (8) The overall effect on the tree canopy of the adjacent properties, the neighborhood and the Town.

Within 30 days of the date of the issuance of a decision of the Tree Ordinance Board any aggrieved party may seek judicial review of the decision by filing a petition for judicial review in accordance with Title 7, Chapter 200, Judicial Review of Administrative Agency Decisions, of the Maryland Rules of Procedure.

### **Submittal Requirements for Appeal**

- \$200 Tree Removal Appeal Fee
- A copy of the denied Tree Permit Application
- A brief statement explaining why the proposed action is reasonable and necessary and consistent with the purposes of the Tree Ordinance
- A statement that indicates whether the applicant intends to perform reforestation after tree removal is completed, and a diagram showing the number, size, and species of the replacement tree or trees.
- Any other information that may be useful in evaluating the tree removal request.