

VILLAGE OF BENZONIA
TREE REMOVAL PERMIT FORM

Receipt of Application – Village Use Only

Signature of Village Staff Receiving Application: _____ Date Received: _____
Application # _____ Date Issued: _____ Date Expired: _____ Zoning District: _____
Application Fee: \$ _____ Paid By: _____

A. PRE-APPLICATION CHECKLIST & INFORMATION

Environmental Provisions: Refer to Environmental Provisions Ordinance 2020-03

Will your project require a regulated tree over 6" DBH to be removed? (circle): Yes No

 If **YES** – Attach complete and attach the tree removal permit application with this application.

 If **NO** – Attach a 'no tree affidavit' form with this application.

Type of Permit Desired: (check all that apply)

_____ Tree Removal Permit (Commercial, Institutional, Multi-Family, Other)

_____ Tree Removal Permit (Single Family Residential over 10,000SF)

Summary of Fees: **Refer to current Village Fee Schedule**

EXEMPTIONS REQUESTED (NO PERMIT FEE)

_____ Request Tree Removal or Maintenance or Tree Replacement in the Public Right-of-Way (describe in Section B.)

_____ Forest Management (refer to checklist in section C)

_____ Residential (less than 10,000SF)

_____ 'No Tree Affidavit' (must sign and date section D)

Steep Slope Protection: Refer to Steep Slope Overlay Ordinance 2020-04

1. Are there slopes 15% or greater on the parcel where the project is located? (circle): Yes No

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B. OWNER/APPLICANT INFORMATION

Project Location: _____

(address or directions to the site)

Tax Number/Parcel No. 10- _____

Applicant Name _____

Address: _____

Contact Info: Telephone: _____ Email: _____

Owner Name: _____

Address: _____

Contact Info: Telephone: _____ Email: _____

General Contractor Information (if known): _____

Description of the Project or Request (provide plan information as needed): _____

Justification Statement (List the reason the trees need to be removed): _____

Number of Trees to to be Removed: _____ Number of Trees to be Replaced: _____

Heritage Trees to Be Removed: _____ Total Caliper Inches: _____ Caliper Inches to be Replaced: _____

TREE LISTING EXAMPLE (use OR provide additional sheets OR on the landscape/replacement plan)

Regulated Trees to be removed (for all NON-HERITAGE TREES):

1. DBH in Inches: _____ Species: _____

2. DBH in Inches: _____ Species: _____

3. DBH in Inches: _____ Species: _____

_____ Total Regulated (NON-HERITAGE) Trees Removed (regulated trees to be replaced on a 1:1 basis)

HERITAGE Trees to be removed:

1. DBH in Inches: _____ Species: _____

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2. DBH in Inches: _____ Species: _____

3. DBH in Inches: _____ Species: _____

_____ Total Caliper Inches to be Removed x 25% = Total Caliper Inches to Replace.

REPLACEMENT TREES (Commercial Projects must provide a landscape plan):

All replacement trees must be at least 2" minimum caliper or 6 ft in height for evergreens.

1. DBH in Inches: _____ Species: _____

2. DBH in Inches: _____ Species: _____

3. DBH in Inches: _____ Species: _____

_____ total trees replaced

_____ total caliper inches replaced

Tree Identification and Protection Statement for Remaining Trees on site (list identification and tree protection fence methods): _____

Provide estimated costs of tree replacements (provide unit costs per each size and species, attach additional sheets if necessary): _____

() check if additional sheets are attached.

LIST ADDITIONAL SHEETS PROVIDED:

Village of Benzonia

C. SUPPLEMENTAL CHECKLISTS

TREE PERMIT APPLICATION CHECKLIST: The following information must be completed, you must place a check mark next to each line item. If you think anything is not applicable, you must provide explanation. Refer to Environmental Provisions and Tree Protection Ordinance 2020-03/Article XVI

NON-RESIDENTIAL PROJECTS:

1. Tree Survey Provided at a minimum scale of 1"=50'-0" OR same as other provided site plans.
2. A list showing the number of trees to be removed (6" or larger) listed by their DBH. Heritage Trees must be listed separately. A summary of total trees removed and total caliper inches removed must be provide for any heritage trees.
3. Indicate Protective Barrier Fencing on the Plans (if required).
4. Tree Identification and Protection statement about trees to remain.
5. Tree replacement plan. Indicate total caliper inches replaced, size and species of replacements.
6. Unit costs of replacement trees per size and species. Include installation and warranty costs.
7. Topographic Survey (if required).

RESIDENTIAL PROJECTS (Single Family LESS than 10,000 SF):

1. Plan showing that the proposed project will disturb less than 10,000 SF
2. Plan showing LESS than 40% of the existing trees 6" or more on the site will be removed.
3. Indicate any regulated trees to be removed in the R.O.W. **Regulated trees in the R.O,W require replacement.**

RESIDENTIAL PROJECTS (Single Family OVER 10,000 SF):

4. Plan showing the proposed structures, septic, and driveway and the proposed building envelope.
5. Indicate trees to be removed in the Building Envelope.
6. Indicate trees to be removed outside the building envelope.
7. Tree replacement plan. Indicate total caliper inches replaced, size and species of replacements.
8. Indicate trees to remain.

FOREST MANAGEMENT PLAN:

1. Plan provided by a professional forester. Indicate the % and size of trees being removed.
2. Plan shall include a map and/or recent aerial and a narrative.
3. Narrative must address most suitable and practical areas for conservation.
4. Provide means for which trees are to be cut without damaging the remaining trees.
5. Provide forest stand data.
6. Address soil and erosion control during tree removal, and post removal soil stabilization plan.
7. Statement indicating when/if timber harvest or forest management previously occurred on the property.

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D. NO TREE AFFIDAVIT

1. I am the Applicant on the attached Application for a Tree Removal Permit submitted pursuant to the provisions of the Environmental Provisions and Tree Removal Ordinance of the Village of Benzonia and have personal knowledge of the fact set forth in the aforesaid Application and this Affidavit.
2. No tree six (6) inches or greater when measured at four and one-half (4 ½) feet above the existing grade on the site.
3. I understand receipt of the aforesaid application by the Village grants my permission and consent for the Village of Benzonia to conduct on-site inspections and investigations; and,
4. I understand that if one (1) or more trees are found to exist on the site contrary to what is stated in this Affidavit, a tree location survey and full compliance with the Environmental Provisions and Tree Protection Ordinance will be required before my application will be considered.

Owner or Applicant Printed Name

Date

Owner or Applicant Signed Name

E. FOR VILLAGE USE

Remarks: _____

Application: (circle) Approved Denied

EXEMPTION APPROVED: _____

(Type: No Tree Affidavit, Forest Management, Work in the R.O.W)

Zoning Administrator (signature): _____ Date: _____

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