

Town of Concord
 Building Division
 And
 Zoning Enforcement
 141 Keyes Road
 Concord, MA 01742
 Tel: (978) 318-3280



Protected Tree Impact and Removal Permit Application

Tree Preservation Bylaw
 Town Use Only

Date Stamped Received

Rev. 8/9/22

1 Property Information

Address:

Parcel ID #:

Zoning District:

2 Tree Removal and Mitigation

$$\frac{\text{Total inches DBH to be Removed}}{\text{Total inches DBH to be Mitigated}} \times .5 =$$

3 Mitigation/Replanting and/or Contribution

$$\frac{\text{Total inches DBH to be Replanted}}{\text{Caliper of Tree to be Planted*}} \div = \text{\# of Trees to be Planted}$$

*Each new tree must have a minimum caliper of 2 inches

$$\text{Total inches DBH not Replanted} \times \$375.00 = \text{Tree Fund Mitigation Contribution}$$

Mitigation Fee Confirmed by Reviewing Agent

Mitigation Fee Received

4 Reviewing Agent Application Review

Conditions of Approval:

Signature of Reviewing Agent

Building Permit:

Review Completion Date:

Certificate of Occupancy or Final Inspection:

Review Completion Date:

5 Property Owner/Applicant Information

The undersigned hereby certifies that he/she has read and examined this application and materials checklist and that the proposed Tree Protection and Mitigation Plan is accurately represented in this Application and supporting documentation. The undersigned also gives permission to the Reviewing Agent to enter the property for the purpose of tree inspection prior to permit issuance and for replanting compliance inspection after the permit is issued.

Property Owner Name(s):

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant Name(s):

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant is: Owner Tenant Agent/Attorney Purchaser**6 Qualified Professionals**

Section 4.2 Your Tree Protection and Mitigation Plan must be prepared by qualified professionals (a Registered Land Surveyor together with a Certified Arborist or a Registered Landscape Architect).

Registered Land Surveyor:

Address:

Phone:

E-Mail:

Signature:

Date:

Registration Number:

Certified Arborist:

Address:

Phone:

E-Mail:

Signature:

Date:

Certificate Number:

Registered Landscape Architect:

Address:

Phone:

E-Mail:

Signature:

Date:

Registration Number:

Application Materials Checklist – Tree Preservation

IMPORTANT: Please refer to the full Tree Preservation Bylaw Rules and Regulations document for complete information on how to prepare your application. The Tree Preservation Bylaw, Rules & Regulations, and an example of an acceptable Tree Protection and Mitigation Plan can be found at <https://concordma.gov/2038/Tree-Preservation-Bylaw>.

Information to be submitted with Application

- Application Fee:** \$200.00 Cash or check payable to the Town of Concord.
- Electronic copy of Application and Tree Protection and Mitigation Plan on a flash drive or emailed to Town Staff.**
- Tree Protection and Mitigation Plan**
 - Plan may be part of a landscape plan, or a separate document that shows the location and size of Protected Trees on the property.
 - Plan must be prepared by qualified professionals (a Registered Land Surveyor together with a Certified Arborist or a Registered Landscape Architect), and include the stamp (if applicable), professional Certification number, date and signature of all professionals involved in its preparation.
 - Plan must be drawn to a uniform scale (preferably 1" = 10', 1" = 20', or 1" = 30'). All plans shall be a minimum size of 11" x 17" (preferred) and a maximum size of 24" x 36", with 3/4" borders. Letter sizes on plans should be no smaller than 1/8".
 - Plan needs to include the following elements:
 - Boundaries of the property, including all property lines, easements, and public and private rights-of-way.
 - The property's Zoning District designation and the location of the applicable zoning setbacks per ZBL Table III (or Section 6.2.7 of the Bylaw, when applicable).
 - The location of all existing buildings, driveways, retaining walls and other improvements, and the features to be retained, removed or demolished.
 - The location of all planned buildings, driveways, retaining walls and other improvements.
 - Proposed changes in grade.
 - An inventory of all Protected Trees and all Protected Trees that were removed within twelve (12) months prior to application. Your plan must note tree locations graphically on the plan and provide a key detailing the species of individual trees and any prior or planned removals.
 - Tree Inventory and Mitigation Table: See example in Tree Preservation Bylaw Rules and Regulations Appendix A.
 - Tree Save Area: Indicate the proposed Tree Save Area for all Protected Trees to be retained. The Tree Save Area shall be based upon the minimum Critical Root Zone of each Protected Tree to be retained based on the following formula:**
Every 1 inch of Diameter at Breast Height (DBH) = 1 foot radius of Tree Save Area
 - Tree Protection Measures: Provide a description of the tree protection measures to be installed. At a minimum, Tree Save Area fencing shall be 4' welded wire fence securely attached to metal stakes a maximum of 10' apart.**
 - The limit of work and the 50-foot exclusion zone shall both be shown on the plan.**