



**City of Annapolis**  
**Office of Environmental Policy**  
 145 Gorman Street Fl 3  
 Annapolis, MD 21401-2529

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

[Trees@annapolis.gov](mailto:Trees@annapolis.gov) • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Tree Removal Permit Application

City Code [Section 14.12.095](#)

[Current Fee Schedule](#)

**Exceptions:** If the tree removal is part of an existing grading permit, building permit or site design plan review then you do *not* need to submit this form. If the tree is located within 100 feet of the water then a [Critical Area Buffer Management Plan](#) may be required. Please submit appropriate [forms](#) to the Department of Planning and Zoning.

Property Address \_\_\_\_\_

Tree Removal Permit requirements can be found in City Code [Section 14.12.095](#) Please answer the following:

- |   |     |    |
|---|-----|----|
| Is the tree greater than 5" in diameter as measured at 4.5 feet above ground level?                   | Yes | No |
| Is the tree located between a building and a public right-of-way such as a street, sidewalk or alley? | Yes | No |
| Is the tree located within the Historic District?   | Yes | No |

Note: removal of any tree within the Historic District also requires an approved HPC Administrative Approval Application. See the [Historic District map](#).

Please note that the State of Maryland requires anyone removing a tree taller than 20 feet to be a Maryland Licensed Tree Expert.

Property Owner/Authorized Agent	Contractor Performing Work
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

### Reason for Removal of Tree(s)

- The tree or large section of the tree, 50% or more, is dead, dying, or in danger of falling
- The tree is diseased, insect infested, or injured and cannot reasonably be restored
- The tree constitutes a hazard to the safety of persons or threatens injury to property, including other trees
- Removal of the tree is consistent with good forestry practices. ie: invasive or weak-wooded species
- Removal of the tree will avoid, mitigate or reduce substantial damage to the property. ie: structures, sidewalks, etc.

Number of trees to be removed \_\_\_\_\_ Tree Species \_\_\_\_\_

Diameter of the tree(s), measured at 4.5 ft above ground level (DBH) \_\_\_\_\_

### Requirements for Replacement Trees

- Must be a native species and a minimum size of 1.5" caliper (diameter measured 6" from ground)
- For a listing of acceptable native tree species, please review the [plant guide](#), also linked on our [webpage](#).

#### Removed Tree

5-10" Diameter breast height (DBH)

10.1"-20" Diameter breast height (DBH)

Greater than 20" Diameter breast height (DBH)

#### Replacement Tree(s)

1 tree

2 trees

3 trees

Total number of replacement trees \_\_\_\_\_ Species Planted \_\_\_\_\_

Please note that failure to plant replacement trees within 1 year of permit issuance shall be considered a MUNICIPAL INFRACTION and may be punishable by fine.

Proof of planting within 1 year of permit issuance shall be required to close out the permit. Acceptable forms of proof include photos and/or a copy of the receipt from a nursery showing number, size and species of trees purchased. Please email proof to the City [Urban Forester](#) or call 410-260-2200 ext 7718 if unable to send by email.

If you are unable to plant replacement trees, a fee-in-lieu of planting may be accepted at \$350.00 per tree required for replacement. If accepted, these funds will be used by the City of Annapolis to plant and maintain trees in public places.

Include a drawing in the space below showing approximate location of building, sidewalk, street or alley and the location of the tree(s) to be removed and planned location for replacement tree(s).

**Signature of Property Owner or Authorized Agent**

The applicant certifies and agrees as follows: (1) that they are authorized to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; (5) that they grant City officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices; (6) if you choose to appeal the issuance, decision, determination or order of this permit, the petition for appeal shall be in writing stating the grounds for appeal and shall be filed with the Office of Environmental Policy within 15 calendar days of issuance, decision, determination or order. Any right to appeal shall be waived if not timely filed.

Property Owner/Authorized Agent (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If your tree is located in the *Historic District*, you must show an approved tree permit to the Chief of Historic Preservation. The Historic Preservation Division of Planning & Zoning may have additional requirements.

No machinery or work shall start prior to 7:00 AM and shall finish no later than dusk and there shall be no work performed on Sunday unless otherwise authorized.

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Environmental Signature \_\_\_\_\_ Date \_\_\_\_\_