

# ARCHITECTURAL & ZONING COMMITTEE

## TREE CUTTING & REMOVAL PERMIT APPLICATION

This permit does not include stump removal or tree limbing. For stump removal or tree limbing refer to the stump removal or tree limbing permits.



GLENHAVEN LAKES CLUB, INC  
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DATE \_\_\_\_\_

DIVISION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

Each property must have a separate permit (unless proof of legally combined.) Do not combine properties on one permit.

Member Name \_\_\_\_\_

Agents Name (if applicable) \_\_\_\_\_

Members Phone \_\_\_\_\_

Agents Phone (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Site Address \_\_\_\_\_

All tree cutting and removal in Glenhaven Lakes must meet all GLC standards as outlined in the A & Z Guidelines. Once approved tree removal commences, debris removal and clean up must be completed within 90 days. Each tree must be marked with colored ribbon before the A&Z meeting. Permit approval must be posted to the property before work can begin.

**If tree(s) is in Glenroads right-of-way you must get Glenroads permission (glenroadsboard@gmail.com)**

If it's a hazard tree "claim" fill out the following and attach supporting evidence tree(s) were a hazard

Number of hazard trees removed \_\_\_\_\_ Date hazard tree(s) were removed \_\_\_\_\_

List of supporting evidence: Arborist report \_\_\_\_\_ Pictures \_\_\_\_\_ Property damage \_\_\_\_\_

My account is paid current \_\_\_\_\_

I have read the A&Z guidelines regarding trees \_\_\_\_\_

Approval letter for my agent is included \_\_\_\_\_

I understand the A&Z committee may visit my lot \_\_\_\_\_

Permit APPROVED Glenroads \_\_\_\_\_ Permit DENIED Glenroads \_\_\_\_\_ Date \_\_\_\_\_ Reason for denial \_\_\_\_\_  
GR initial \_\_\_\_\_

Permit APPROVED GLC \_\_\_\_\_ Permit DENIED GLC \_\_\_\_\_ Date \_\_\_\_\_  
A&Z initials \_\_\_\_\_ A&Z initials \_\_\_\_\_

Reason for denial GLC \_\_\_\_\_ Office signature \_\_\_\_\_

**ALL PAGES MUST BE COMPLETE WITH DOCUMENTS & PICTURES ATTACHED FOR PERMIT TO BE REVIEWED**

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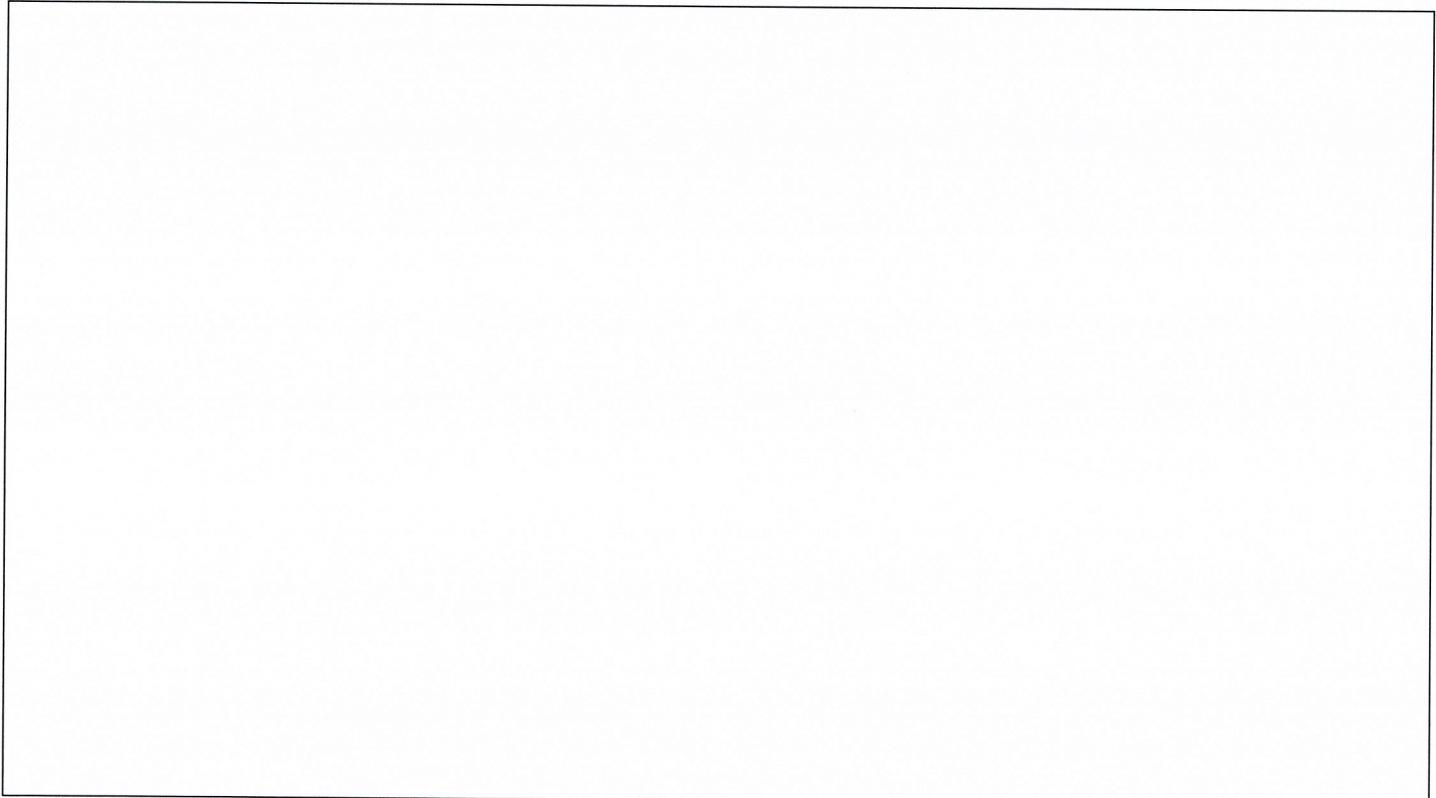
In the space below, make a drawing showing any existing structures on the property. Show the location of all trees and identify those proposed for limbing or removal. Number each tree on the drawing and give the reason for your request (i.e., leans toward house, unhealthy, etc.)

<u>Tree type</u>	<u>Trunk diameter</u>	<u>Reason for removal</u>	<u>Write "hazard" if applicable</u>
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Use additional sheet(s) of paper if you need more room

**CLEAR DRAWING REQUIRED**

A large, empty rectangular box with a black border, intended for the applicant to draw a clear map of the property showing existing structures and the locations of trees proposed for removal or limbing.

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## **9. Tree Cutting and removal**

- a. Glenhaven defines a "tree" as a native, naturally occurring species commonly identified as a tree in most tree identification books and does not consider seedlings, or immature trees with a trunk diameter less than 4 inches as trees for purposes of these guidelines.
- b. Glenhaven seeks to maintain as far as practicable the older mature evergreen tree species such as cedar. Naturally growing native trees with a trunk diameter of 4 inches or more must have A & Z Committee approval before cutting.
- c. Glenhaven recognizes that less desirable tree species such as the alder may likely be replaced with a species that will enhance a property more.
- d. Glenhaven lot owners in Divisions 10 and 11 must contact Glenroads, Inc. before cutting a tree that is in the Glenroads right-of-way.
- e. No person may engage in or cause, directly or indirectly, the cutting of trees without first obtaining a permit application from Glenhaven.
- f. All tree permit applications must have a picture of the proposed trees to be cut down attached to the application.
- g. The Committee, along with the Glenhaven Board of Directors, reserve the right to request a survey if, during the review process, they deem a survey necessary
- h. Cutting trees in emergency situations where life or property is threatened may be exempt from the Pre permitting process, however, any cutting of trees must be reported within 48 hours via tree permit application with attached pictures, certified arborist report, an explanation for the emergency and any other supporting documents
- i. If the A & Z Committee, Manager, or Board of Directors determines whether a tree was cut down without emergency justification, a violation and fine may be assessed against the member. See the definition of a hazard/danger tree below.
- j. The normal maintenance of trees and vegetation include the cutting and trimming of hedges, the cutting of tall grasses, and brush or the removal of small bushes, plants, or invasive berry bushes on any lot is required.
- k. Commercially sold trees, shrubs and plants that are purchased by an owner for landscaping their developed or undeveloped lots may be planted or removed without the need for A & Z approval provided these actions improve the appearance of the lot and are not detrimental in other ways If a property owner is in doubt, they should submit a permit application to the A&Z. Species which are considered invasive should not be planted in Glenhaven.
- l. Topping of mature evergreen trees is recognized by the National Arborists Assoc. as injurious to the health of the trees. GLC will therefore require identification of alternative remedies and shall consider topping of trees as the least acceptable of such remedies.
- m. Tree cutting permit application must show an accurate plot plan specific to the lot in which the work will be done. Including the tree location, approximate diameter and the type of tree to be removed. Each tree to be removed must be marked with colored tape, prior to submitting a permit application.
- n. Written consent of the lot owner is required with the permit application if the owner is represented by an agent.
- o. The owner is responsible for ensuring all debris is removed.
- p. The A & Z Committee may require replacement with acceptable trees and landscaping as a condition of approval of the application.
- q. Once the actual tree removal begins, the cleanup of all debris must be completed within 90 days.
- r. A tree request denied may be reconsidered if the applicant has new pertinent information or if important information has been overlooked. See "Sec 7 Appeals".