

Instructions

1. Complete information requested concerning the Owner and the Lot associated with the Tree Removal Request Application. Based upon the nature of the tree removal request being made, complete each of the applicable sections of the Tree Removal Request Application. Multiple tree removal requests may be submitted on a single Tree Removal Request Application.
2. Please include, with the completed Tree Removal Request Application, a plat of the Lot or a diagram of the Property, in either case identifying the approximate location of the tree(s) proposed to be removed and, in the case of multiple trees being requested, identification of which trees in the request that they are.
3. If a Certified Arborist Report is being provided by the Owner to support the removal request, please submit the Certified Arborist Report with the completed Tree Removal Request Application. Note that if no Certified Arborist Report is being provided, ARC may determine during its evaluation of the request that submission of a Certified Arborist Report supporting the proposed tree removal will be required before ARC approval of the proposed tree removal can be granted.
4. Please include any other supporting documentation or information that you feel will help ARC evaluate your request.
5. Please electronically submit the completed Tree Removal Request Application, with supporting attachments, to PineBayARC@gmail.com.
6. Please band each tree with red tape or other colored banding identifying the tree(s) proposed to be removed, except that where trees are proposed to be removed in conjunction with the filing of a New Dwelling Construction Application Approval (NDCAA), only those tree(s) proposed to be retained are required to be banded with colored banding.
7. A Tree Removal Request Application must be submitted if the tree removals are being requested as a part of New Construction, Major Renovation, or as part of an overall Landscape Plan.
8. Please consult Section 1 of the Pine Bay Tree Policy, entitled Pine Bay Tree Removal, for additional information concerning Pine Bay's Tree Removal policy, as well as the separate Glossary of Defined Terms found on the ARC Section of the PB Web Site for the definition of any terms used in the Pine Bay Tree Policy or in this Application.

Pine Bay Homeowners Association
Tree Removal Request Application

Owner: _____ **Lot Number:** _____

Address: _____

Telephone: _____ **Email Address:** _____

Check as Applicable	Type of Request
_____	Removal of an Excepted Tree less than 6" in diameter/19" in circumference or located less than 10 feet from the Foundation of a Dwelling to the trunk base center [Complete <u>Section A</u>]
_____	Removal of a Dead Tree or Fallen Tree [Complete <u>Section B</u>]
_____	Removal of a Diseased, Dying, Damaged, or Dangerous Tree [Complete <u>Section C</u>]
_____	Removal of a Healthy Tree 6" in diameter/19" in circumference or greater or located 10 feet or further from the Foundation of a Dwelling [Complete <u>Section D</u>]
_____	Retention of trees in connection with a New Dwelling Construction Approval Application (NDCAA) [Complete <u>Section E</u>]

**A COMPLETE TREE REMOVAL REQUEST SHOULD INCLUDE:
(Please “X” each of those being Provided)**

- _____ Diagram noting the location of tree(s) on the Lot including what ‘tree request type’ they are
- _____ Owner Confirmation of Banding of Trees(s)
- _____ Certified Arborist Report, *if applicable*

SECTION A. Excepted Tree [A Tree less than 6” in diameter/19” in circumference at 4 feet above the surrounding grade, or a Tree located less than 10 feet from the Foundation of the Dwelling measured to the trunk base center.

Please supply the following information for the proposed removal of Excepted Tree(s):

Number of Trees Claimed as Excepted Trees: _____

On the property diagram included with this application, please identify which trees are subject to this Section A.

SECTION B. Dead Tree* or Fallen Tree.

Please supply the following information for the proposed removal of a Dead or Fallen Tree(s):

Number of Dead Trees* or Fallen Trees: _____

On the property diagram included with this application, please identify which trees are subject to this Section B.

***NOTE for DEAD TREE REQUEST:** For a Dead Tree, submission of a Certified Arborist Report is recommended.

SECTION C. Diseased, Dying, Damaged or Dangerous Tree Request*.

Please supply the following information for the proposed removal of Diseased, Dying, Damaged or Dangerous Tree(s):

Number of Diseased, Dying, Damaged or Dangerous Trees*: _____

On the property diagram included with this application, please identify which trees are subject to this Section C.

Describe what you feel the disease or damage is, and if applicable, why you feel the tree is dangerous:

***NOTE for DISEASED, DYING, DAMAGED or DANGEROUS TREE REQUEST:**

Submission of a Certified Arborist Report is recommended for this type of removal request.

SECTION D. Healthy Tree that is 6” in diameter/19” in circumference or greater and located 10 feet or further from the Foundation of the Dwelling

Please supply the following information for the proposed removal of a Healthy Tree(s):

Number of Healthy Tree(s): ____

On the property diagram included with this application, please identify which trees are subject to this Section D.

State the Reason(s) for Proposed Removal of Each Healthy Tree*:

***NOTES for HEALTHY TREE REQUEST:**

- a. Please address as many of the Factors for Consideration identified in Appendix I of the Pine Bay Tree Policy as apply to your situation, as well as any other reasons that may not be listed as a Factor to support your request. You may attach additional materials in support of your request.
- b. If no Certified Arborist’s Report is submitted, and, as noted in the Tree Removal Policy, among other things, observable conditions for removal appear inconclusive to ARC, ARC will require that the Owner provide a Certified Arborist Report, stating the specific reason(s), based upon the Factors for Consideration, why the proposed removal of the Healthy Tree(s) is appropriate, before any ARC Approval can be given by ARC.
- c. ARC approval to remove a Healthy Tree may be conditioned upon the Owner’s agreement to

plant a replacement tree elsewhere on the Lot in accordance with Section 1 of the Tree Policy.

SECTION E. Trees to be retained in connection with a New Dwelling Construction Approval Application (NDCAA)

Please supply the following information for the proposed retention Tree(s):

Number of Tree(s) to be retained: ____

On the property diagram included with this Application, please identify the location of the trees to be retained and please band with color banding all trees to be retained.

State the reason for the proposed removal of any trees that are not within the footprint of the Dwelling or driveway, or are not an Excepted Tree:

OWNER CERTIFICATION

By submitting a Tree Removal Request Form, I/We acknowledge and accept the following:

- The Pine Bay tree removal restrictions contained in the CCRs of the Amended Declaration and the Association’s approved Pine Bay Tree Removal Policy apply to any tree removal on my Lot.
- All tree removal activities will follow those tree removal restrictions.
- The information that I am providing to ARC regarding the proposed tree removal is accurate to the best of my knowledge.
- Should I remove any tree in violation of these tree removal restrictions, I accept that I will incur tree replacement obligations and monetary fines.
- The Association and the members of ARC are fully released and discharged from all claims, damages and liabilities related to, or arising from, this Tree Removal Request, including those that might arise from action or inaction related to the processing of this Request and any decision made by ARC regarding this Request.
- I am responsible for the safety of any tree removal work undertaken on my Lot, and I am liable for any resulting consequences to my Property, my neighbor’s Property, or Pine Bay

community property because of any tree removal work undertaken.

- Tree removal work, except in an emergency, may only be done during permitted construction work hours and days as specified in the Amended Declaration.

Submitted by: _____
Owner Signature Date