

**ARBORETUM COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE (ARC)
APPLICATION FOR PERMIT TO REMOVE A TREE**

Please note: It is a violation and a finable offense to remove without permission any: hardwood or softwood tree with a diameter greater than four inches measured at a point 3 feet above ground level; small flowering tree larger than 2 inches measured at a point 3 feet above ground level. If a tree(s) is approved for removal, you must obtain a permit from the Town of Caswell Beach. For questions regarding the application, please contact the ARC.

Property Owner _____ Lot # _____ Date _____

Address _____ Phone _____ Email _____

Please see the attached “ACA Tree Policy” prior to identifying trees for removal.

Please provide the necessary information below, mark trees to be removed with a colored band, and attach any supporting information that can be used by the Architectural Review Committee to render a decision for removal.

Please be advised: If tree removal contractors will position equipment on Arboretum roads, proper safety measures must be employed. The use of traffic cones, tape, or other means to alert and, if necessary, divert drivers, must be used.

Do all trees to be removed fall within the owner’s property boundary? Yes _____ No _____ If no, please explain.

Will trees removed be replaced? Yes _____ No _____ If yes, please attach a list of the replacements, including: number, species, height, diameter, and location. The ARC may require you to replace trees removed without an ARC permit.

TREE(S) REQUESTED FOR REMOVAL (Please attach further information if needed.)

NUMBER	SPECIES	DIAMETER	LOCATION FRONT, BACK, SIDE	GROUNDS FOR REMOVAL

Please return application form to the Architectural Review Committee mail slot in the Arboretum Clubhouse.

**ARCHITECTURAL REVIEW COMMITTEE (ARC)
PERMIT TO REMOVE A TREE(S)**

PERMIT IS VALID FOR 90 DAYS FROM DATE ISSUED. ISSUE DATE _____

Date site visited _____ ARC members present _____

_____, _____, _____

Application for tree removal approved _____ not approved _____ approved with modifications (Please see attached information.)

Replacements are _____ are not _____ required. Your replacement list is approved _____ not approved _____

If your replacement list is not approved please see attached information.

_____ The ARC requires replacement of removed trees. Please see attached information.

Signatures:

ARC Chairperson _____ Homeowner _____ Date _____

N.B. Once a permit to remove a tree has been issued by the Arboretum ARC, the homeowner must obtain a tree removal permit from the Town of Caswell Beach. The ARC permit must be presented as evidence that the Arboretum ARC has approved removal.

ARBORETUM COMMUNITY ASSOCIATION

TREE POLICY

Unless a signed “Permit to Remove a Tree” is obtained from the Architectural Review Committee (ARC), it is a violation and a finable offense to remove any:

- Hardwood or softwood trees larger than four inches in trunk diameter measured at a point 3 feet above ground level
- Small flowering trees larger than 2 inches in trunk diameter measured at a point 3 feet above ground level.

An “Application For Permit to Remove a Tree” is available from the ARC (clubhouse) and can also be found on the Arboretum website.

ARC approval for tree removal may be given for the following specific reasons:

- Tree trunk is less than the required diameter minimum
- Tree is within 12 feet of the primary dwelling perimeter (roof overhang area)
- Tree is within 3 feet of a paved driveway or paved walkway
- Tree has been severely damaged by lightening affecting its structural soundness
- Tree presents a lean of 45 degrees or greater measured from ground level
- A tree with suspected diseased affecting its structural soundness must be diagnosed by a qualified professional approved by the ARC. A tree removal company representative is not considered a qualified professional. Written evidence of the diagnosis must accompany an “Application for Permit to Remove a Tree.”
- Tree represents, in the opinion of the ARC, a hazard to property, including but not limited to parked automobiles, structures, walkways, and driveways
- Tree appears, in the sole opinion of the ARC, to be aesthetically undesirable with respect to the design and layout of the property landscaping.
- Trees that must be removed to allow for construction of a new dwelling.

Once a tree(s) is approved for removal and an ARC “Permit to Remove a Tree” has been issued, the homeowner must obtain a permit to remove the tree(s) from the Town of Caswell Beach (Ordinance 150.072(D)).

Whenever possible and desirable removed trees should be replaced by planting nursery quality trees. The ARC may require you to replace trees removed without ARC permit.

If tree removal contractors will position equipment on Arboretum roads, proper safety measures must be employed. The use of traffic cones, tape, or other means to alert and, if necessary, divert traffic, must be used.

TREE REMOVAL APPEAL PROCESS

Any homeowner who has submitted an “Application for Permit to Remove a Tree” and has been denied a permit may appeal the decision in writing to the Arboretum Board of Directors. The Board will review the appeal within 10 business days and will solicit written input from both the homeowner and the ARC. An appeal hearing date will be set to which both the ARC and homeowner will be present. Within 10 business days after the hearing, the Board will inform the homeowner and ARC of its decision. Please refer to “The Arboretum Board of Director’s Appeal Process” document for more complete information regarding Board appeal procedures.