



## TREE REMOVAL PROCESS

The Design Guidelines for each community specify that Design Review Board approval must be obtained before any trees or significant vegetation are removed from any property. In an effort to expedite and clarify the **dead** tree removal process for all parties, property owners and their agents must follow the procedure below.

1. The Applicant must complete the contact information and “Trees to be Removed” pages from the Landscape Remodel application for the appropriate community and submit them to the DRA. The form should include e-mail addresses for all parties. No fee or landscape plans are required, but the project description must include the approximate locations of the trees to be inspected. The Application forms are available on the DRA website at [www.designreviewadmin.com](http://www.designreviewadmin.com).
2. At the time of submittal, the dead trees submitted for inspection must be flagged (not painted) in orange.
3. Staff from the Design Review Administration will inspect the trees flagged in orange. If confirmed as dead, tree removal may begin immediately upon notification from the DRA. If the trees are **not** found to be dead, a complete Landscape Remodel application must be submitted for review at a regularly scheduled meeting.
4. Dead tree inspections will be made only once. If the trees are flagged inaccurately or do not match the number and species indicated on the application form, the application will be denied.
5. You will be notified via e-mail of the results of your inspection.
6. Please notify the DRA as soon as approved tree removal is completed. If the tree removal was performed as specified on the application, no further communications will be sent.

**NOTE: Tree removal is considered Construction Activity, and all construction regulations apply. (See the *Construction Rules and Regulations* link on the website.) At the discretion of the Design Review Staff, a refundable compliance deposit and a pre-construction meeting may be required based on the scope of the project. Failure to comply with these Regulations may result in enforcement action including the issuance of fines.**