

# CSPOA TREE REMOVAL PERMIT APPLICATION

\*Please read **ALL** rules and regulations prior to submitting an application.

Business Office Date Stamp

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S PHONE NUMBER: \_\_\_\_\_ **NO. of TREES** \_\_\_\_\_

In the box below draw your house, drive, walkways, patios, etc. Clearly mark each tree over 6" in diameter THAT you would like to remove. For each tree note the reason using the "**Tree Removal Criteria**" only.  
(*Copy included*) Each tree should be marked with a bright colored ribbon.

\* Mark each tree as required by plan

### Homeowner Comments:

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(TREE REMOVAL PERMIT IS VALID NINETY (90) DAYS FROM INSPECTION DATE)

OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HOMEOWNER TO REPLANT \_\_\_\_\_ TREES OF THEIR CHOICE FROM APPROVED LIST.

Homeowner Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

### ACC USE ONLY

**ACC INSPECTION BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **NUMBER OF TREES:** \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED \_\_\_\_\_

ARBORIST'S REPORT: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

ACC RE-INSPECTION H/O Signature: \_\_\_\_\_ DATE: \_\_\_\_\_ **COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE FAXED TO TOWN:** \_\_\_\_\_

## AND TREE INSPECTION TIMETABLE

**ALL TREES with a diameter less than 6” and measured 5’ above the ground may be removed without any permit. THE TOPPING OF ANY TREE IS NOT ALLOWED. All stumps must be cut flush to existing grade or removed through commercial grinding methods. Any exception to the stump removal guidelines requires ACC approval.**

**All applications for tree removal shall be submitted directly to the CSPOA Business Office.** They shall be submitted on a completed TREE REMOVAL APPLICATION FORM. They may be submitted in person, by mail or by fax.

Members of the ACC are authorized to approve the removal of trees FOR THE FOLLOWING **SIX REASONS ONLY**:

1. Trees with a diameter more than 6” and measured 5’ above the ground and meet existing criteria.
2. Trees that are dead or severely damaged, diseased and/or leaning within the homeowner’s property.
3. For new construction, trees that are larger than 6” and the diameter of the trunk measured 5’ above the ground and within fifteen (15) feet of the structure footprint require ACC approval and must meet guidelines set forth in the Builders Package.
4. For existing homes and outbuildings, trees that are larger than 6” and the diameter of the trunk measured 5’ above the ground and within fifteen (15) feet of the structure footprint require ACC approval.
5. Trees that have been evaluated by an arborist and the arborist’s evaluation strongly supports removal.
6. Driveways – showing visible roots, broken or raised concrete.

If a new tree is required to be planted, as a part of tree removal request, said tree must be growing at the 1-year inspection of the ACC. If not, a 2<sup>nd</sup> tree must be planted.

- All planting IS to be done between approved time periods, 3/1 to 5/15 or 10/1 to 12/1.
- Replacement trees must be a minimum of 6-8 ft. in height.
- Trees need to be chosen from ACC approved list.

1. When the form is received by the Business Office, it will be date stamped and forwarded to the Architectural Control Committee (ACC) for a field visit and evaluation. **Members of the ACC will inspect the tree or trees within 5 business days after the Business Office has received the application.** The ACC members will leave a copy of your tree removal application form and permit at your home when they have completed their field visit.

If you have trees that you would like to remove for any reasons other than those the ACC are authorized to approve or you disagree with the ACC’s opinion, YOU must provide a written evaluation by an arborist certified by the International Society of Arboriculture (a list of local members is available). **The arborist’s evaluation must include a narrative explaining:**

1. **Why the tree is no longer viable,**
2. **Why treatments such as pruning and fertilization will not be helpful to this tree, and**
3. **Why the removal of the tree will be beneficial to the surrounding trees.**

The arborist must not be associated with the contracted tree company.

2. All arborist’s evaluations shall be submitted directly to the CSPOA Business Office. They may be submitted in person, by mail or by fax. **If you know you have trees that will require an arborist’s evaluation prior to removal, you may submit the arborist’s evaluation with your application.** This will expedite the approval process and eliminate the need for a re-inspection and re-evaluation by the ACC.

When the Business Office receives the arborist’s evaluation, it will be date stamped and forwarded to the ACC. **Members of the ACC will re-inspect the trees within 5 business days after the Business Office has received the arborist’s evaluation.** The ACC members will leave a copy of your tree removal application form, with their re-evaluation indicated on it, at your home when they complete their field visit.

3. If you disagree with the ACC's re-evaluation of your trees you may appeal the ACC's decision to the Board of Directors. During the hearing, which is scheduled as part of the monthly board of directors' business meetings, you will be given an opportunity to explain why the tree or trees should be removed. A representative of the ACC will explain why the ACC disagrees with the arborist's evaluation and feels that the tree or trees should not be removed. In order to schedule a hearing, **YOU MUST NOTIFY THE BOARD IN WRITING** by sending an e-mail or a letter to the business office in which you request a hearing. **In order to give board members an opportunity to visit your location, appeals are not normally scheduled unless the board has received notice at least 7 business days before the meeting.**

When the Business Office receives a request for a hearing, the request should be date stamped. The ACC Chairperson (or assistant) should be notified and the liaison to the Board of Directors (or his/her backup) should be notified.

The ACC is responsible for supplying the Business Office with all the relevant data and back-up materials concerning the appeal.

The Business Office is responsible for preparing copies of all the materials supplied by the ACC and distributing them to each Board member.

The Board Liaison is responsible for notifying the Board President to add the appeal to the agenda and to notify the other Board members of the appeal.

### Tree Removal Companies

A to Z Landscaping	(910) 363-7748	Mack Vereen's Tree Service	(843) 251-5944
B&B Tree Service	(910) 664-4568	Paradise Tree Removal	(843) 855-4452
Clemons & Sons	(910) 209-5529	The Tree Man	(843) 877-6041
LC's Quality Service	(910) 754-7662	Triple G Tree Service	(843) 450-3711
M&M Landscaping/Tree Serv. Arborist	(843) 458-3792		

### CSPOA Replacement Trees (Only below listed trees are approved)

Common Name	Common Name	Common Name	Common Name
Alder, Black	Cedar, Atlantic white	Maple, Norway	Persimmon
Arborvitae, Eastern	Elm, Winged	Maple, Red	Pine, Loblolly
Arborvitae, Giant	Elm, Lacebark	Oak, Live	Planetree
Ash, Green	Fevertree	Oak, Laurel	River birch
Ash, Carolina	Hackberry	Oak, Swamp white	Serviceberry
Ash, Blue	Hickory, Water	Oak, Water	Spruce, White
Ash, Black	Larch, Golden	Oak, Overcup	Sweetgum
Bald cypress	Larch	Oak, Nuttall	Tupelo, Water
Black gum	Magnolia, Southern	Oak, Pin	Tupelo, Ogeechee
Boxelder	Maple, Freeman	Oak, Willow	Tupelo, Swamp
Buckeye, Red	Maple, Norway	Osage orange	Willow
Catalpa	Maple, Red	Pear	Wingnut