

VEGETATION MANAGEMENT PLAN (VMP) & TREE REMOVAL PERMIT APPLICATION

Submittal Checklist*

1. The application fee paid at time of submittal
 \$120 Vegetation Management Plan
 OR
 \$114 Tree Removal Permit (for first 100 protected trees removed + \$1.97 per additional protected tree removed)
2. The application form is complete with all blanks filled in or marked “N/A” as not applicable.
3. Project statement or narrative expressing the intent and scope of the proposed project. This may be a single page document, part of a report or part of the site plan.
4. A location map provided on the plans or attached as a separate document.
5. The “Affidavit of Ownership and Designation of Agent” must be signed by ALL owners of the property and notarized.
6. Legal Description of parcel(s).
7. Vegetation Management Plan(s): One (1) initial Site Plan outlining proposed development activity. The Site Plan shall address the following:
 - Show the location and extent of proposed activity (tree thinning area, staging area, dock improvements, etc.). Development activity shall be located outside of protected environmental features (See Application Form). A buffer shall be left in an unaltered state within 25’ of the property line.
 - Show the access path for development equipment from the roadway to the development area on the property. Provide notation that any sediment tracked onto roads shall be removed promptly.
 - Specify the location and type of sediment/erosion controls & stabilization downslope of disturbed areas (ex. silt fence, vegetated buffers). Floating turbidity barriers may be required around dock construction.
 - Provide notation addressing the fate of tree stumps (ex. cut at grade, grind in place, remove and backfill).
 - Identify vegetation to remain once development activity completed (ex. sod, seed and mulch, understory trees).
 - Provide notation specifying a pre-construction conference with the county environmental inspector is required.

NOTE: Once preliminary Site Plan has been conceptually approved, three (3) sets will be requested by staff for final permit issuance.

Signature of owner or designated agent preparing this checklist:

(Print Name)

(Signature)

* A reviewer will contact the applicant if any additional information is needed.
Staff Review Period = 10 Working Days