



CITY OF NORTHVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
215 WEST MAIN STREET
NORTHVILLE, MI 48167
PHONE (248) 449-9902

TREE REMOVAL PERMIT MINOR APPLICATION

Cashier Validation

INSTRUCTIONS

1. Complete Sections 1 through 6 of this application and attach required documents as noted. This application is for minor projects.
If your project requires a Major Application, do not use this form.
2. **Submit 2 identical packets** to the Community Development Department.
(Including application and supporting documents)
3. Provide all required information, or your application review may be delayed.
4. Tree permit applications may require on-site inspection by the Community Development Director and/or City Arborist and are not to be processed the same day.
5. The Tree Preservation Ordinance (Chapter 90, Article II) is available on the City's website www.ci.northville.mi.us.

Application Received On
(Date stamp this box)

1. OWNER and/or OCCUPANT INFORMATION

Owner Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email _____

Is the Owner also the Occupant? ☐ Yes ☐ No If you check NO, provide Occupant Information

Occupant Name _____

Address _____, Northville, MI 48167/48168

Telephone _____ Email _____

2. TREE LOCATION AND DESCRIPTION OF TREE REMOVAL ACTIVITY

Property address _____

Written description of removal activity _____

3. PLAN SHOWING TREE(S) TO BE REMOVED

- ☐ Sketch that depicts 1) location of each tree proposed for removal,
2) location of buildings on property,
AND 3) include photograph(s) of tree(s) to be removed.

4. LANDMARK/CHAMPION TREES (see Page 4 for complete list of landmark trees and Page 5 for a description of champion trees)

Are one or more of the proposed landmark trees? ☐ Yes** ☐ No

Are one or more of the proposed champion trees? ☐ Yes** ☐ No

**If you check YES, please indicate landmark and/or champion trees in the attached sketch.

5. REQUIRED PROTECTION STANDARDS OF REMAINING TREES

- ☐ I have acknowledged the required tree protection standards set forth in Section 90-37 of the City Zoning Ordinance and agree to accept the provisions as they relate to my project.

Sec. 90-37. - Tree Protection Requirements.

(a) Tree Identification.

Prior to any land clearing activities as part of site plan application and review, the petitioner shall have field identified trees intended to be removed as well as those intended to remain. Markings for trees planned to be removed will be clearly identified with flagging tape or chalk spray.

(b) Tree Protection Before Construction.

It is the intent of this ordinance that all the following protective tree measures be completed, in place, and inspected by the City before any project activities take place including site clearing, site modifications, material storage, or construction mobilization. The City shall not issue construction permits until the following conditions are met.

(c) Tree Protection Fencing.

Tree protective fencing shall be consistent with the City of Northville construction site operation standards. Fencing shall be a minimum of four feet high, constructed of sound materials, and reinforced at intervals that provide structural integrity. Fences shall be sturdy and highly visible to discourage entry into the area. Supports shall be solidly anchored into the ground. Chain link is the preferred fencing material. Plastic construction / snow fencing is easily moved or destroyed by construction activities and is therefore not allowed unless it is hung from a heavy wire attached to sturdy posts. An opening may be left in the barrier to allow access to the tree for inspection and maintenance activities.

(d) Tree Protection Signage.

Developers or their agents shall install signage within protected area(s) stating: Tree Protection Area – ‘Compromises to the integrity of the barrier or space during construction are prohibited.’ The City of Northville.

(e) Tree Protection During Construction.

(1) It is imperative that during the course of construction the owner, developer, or their designated agent do not allow or permit any encroachment into the designated TPZ that would potentially damage the tree or its root system. TPZs shall be free from temporary grading contour changes, spoils, construction materials, or any other items that might cause harm to the life of the tree or protected vegetation within the TPZ. Care shall be taken to avoid material handling equipment from entering the protection zone as this will cause long-term harm to the tree root system. If it is unavoidable that material handling equipment enters the designated TPZ, measures shall be taken to limit the compression impact on the tree root system. It will be the responsibility of the developer or their agents to inform the Community Development Department of such measures prior to implementation. Maintaining the integrity of the fence boundary during construction is an ongoing process and must be part of the development plan. If the integrity of the barriers is compromised, they shall be repaired immediately. Protective barriers shall remain in place until the City authorizes their removal or issues a final certificate of occupancy, whichever occurs first. Violations shall be addressed by the City in accordance with Section 90-41.

(2) Certain attachments restricted.

No damaging attachment, wires (other than cable wires used to stabilize tree branches), signs or permits may be fastened to any tree protected by this section.

(3) Periodic inspections.

The Community Development Department shall conduct periodic inspections of the site during land clearing and construction in order to ensure compliance with this article.

(4) Bonding, financial security requirements.

Applicants may be subject to bonding or financial security requirements in accordance with Section 19.06 of the City's Zoning Ordinance and Section 90-46.

(5) Damage to plantings.

This section applies to trees identified to remain on the subject site, and existing trees outside of the subject site and on adjacent sites (both public and private) that are either damaged or illegally removed by the permit holder or his agent. The permit holder shall be held liable for any damage or illegal removal of any tree perpetrated by their agent, including tree care services, landscape contractors, or others acting as an agent of the permit holder. Damaged trees or illegally removed trees shall be repaired or replaced as directed by the Community Development Department.

a. Repair work to damaged trees, where feasible, shall be executed as soon as possible by a Certified Arborist approved by the Community Development Department and in a manner approved by the Community Development Department at the expense of the Applicant or permit holder.

i. The Community Development Department shall evaluate such damage and shall apply proportional penalty fees up to 100 percent of calculated value, regardless of the disposition of the particular specimen. Penalties and civil fines shall be subject to a schedule as established by the City Council for violations of the ordinances specified in this section. Payment of the specified fine for any violation included in the schedule of fines shall be paid to the Community Development Department within 30 days of the Community Development Department's determination of penalty fees and shall constitute settlement of the violation notice by the party receiving the notice.

ii. Where partial damage occurs, the permit holder, or property owner if tree is owned by someone other than the permit holder, may choose to make repairs and retain the specimen. The Community Development Department will evaluate such damage, and will set proportional penalty fees, up to 100 percent of the calculated replacement value regardless of the disposition of the specimen. A schedule of replacement values shall also be established by City Council.

iii. In addition to any penalty fees determined by the Community Development Department, if a damaged tree cannot be repaired to a healthy state, the permit holder shall remove and replace the tree per the replacement schedule in Subsection 90-38(a). If the subject tree is owned by someone other than the permit holder, removal and replacement of the subject tree shall be completed to the reasonable satisfaction of the tree owner as determined by the Community Development Department, in compliance with all other applicable ordinance provisions.

b. Replacement trees shall be installed as soon as possible by a competent landscape contractor approved by the Community Development Department and in a manner approved by the Community Development Department at the expense of the Applicant or permit holder.

Complete List of Landmark trees. The following is a list of landmark trees according to common name, species and DBH which are protected under section 90-39 in the Code of Ordinances:

Common Name	Scientific Name	DBH
Arborvitae	<i>Thuja occidentalis</i>	18"
Basswood (American Linden)	<i>Tilia americana</i>	24"
Beech, American	<i>Fagus grandifolia</i>	18"
Birch	<i>Betula spp.</i>	18"
Black tupelo	<i>Nyssa sylvatica</i>	12"
Buckeye (Horse chestnut)	<i>Aesculus spp.</i>	18"
Catalpa	<i>Catalpa speciosa</i>	12"
Chestnut, American	<i>Castanea dentata</i>	8"
Cedar, red	<i>Juniperus spp.</i>	12"
Concolor fir	<i>Abies concolor</i>	16"
Crabapple (cultivar)	<i>Malus spp.</i>	12"
Douglas fir	<i>Pseudotsuga menziesii</i>	18"
Eastern hemlock	<i>Tsuga canadensis</i>	12"
Eastern Larch/tamarack	<i>Larix laricina</i>	12"
Flowering dogwood	<i>Cornus florida</i>	8"
Ginkgo	<i>Ginkgo biloba</i>	18"
Hickory	<i>Carya spp.</i>	18"
Honeylocust	<i>Gleditsia triacanthos f. inermis</i>	24"
Kentucky coffeetree	<i>Gymnocladus dioica</i>	18"
Maple	<i>Acer spp. (except ginnala, negundo, and platanoides)</i>	18"
Oak	<i>Quercus spp.</i>	20"
Pine	<i>Pinus spp.</i>	18"
Sassafras	<i>Sassafras albidum</i>	15"
Spruce	<i>Picea spp.</i>	18"
Sycamore, American or London Planetree	<i>Platanus spp.</i>	18"
Tuliptree	<i>Liriodendron tulipifera</i>	18"
Walnut, Black	<i>Juglans nigra</i>	20"
Walnut, White/Butternut	<i>Juglans cinerea</i>	20"
Wild cherry	<i>Prunus spp.</i>	18"

Champion Trees

Sec. 90-40. - Champion Trees.

(a) Any tree that is an exceptional specimen because of its unique and intrinsic value to the public due to its size, age, historic association, or ecological value may be subject to consideration by City Council as a Champion Tree under any of the following circumstances:

(1) Upon request of the property owner on which the tree is located. Upon recommendation of a neighborhood association. Written notification to the property owner shall be provided prior to consideration.

(2) Upon recommendation of the Planning Commission if, during site plan review, the Planning Commission determines that the property has a tree that may meet the conditions under this section to be a Champion Tree. Written notification to the property owner shall be provided prior to consideration.

(b) City Council, by majority vote, may determine that the tree warrants the status of a Champion Tree by meeting one or more of the standards set forth. City Council shall consider all of the following standards in determining whether the tree warrants the status of a Champion Tree:

(1) The species of the tree and whether it is an important locally native species or whether it is associated with the character of this community.

(2) The approximate age of the tree through documentation of its size, historical accounts, photographs, or associations with historical structures. A tree shall be determined to be at least 50 years old to qualify under this standard.

(3) Any historic significance of the tree if it is associated with a notable local or regional historical event, person, structure, or landscape.

(4) Any especially high ecological value because of its location, size, species, and/or condition.

a. Whether it is an important roost, nesting site, or food source for desired wildlife species.

b. Whether it is situated in a site where it plays a critical role in stabilizing soil or providing shade needed by other plant or animal species.

c. Whether it is an important genetic resource for a local tree population or the species as a whole.

(c) Champion Tree Status.

(1) Trees so designated by City Council shall be provided with the following status:

a. The City shall place the tree on a register of Champion Trees, which register shall contain the species, approximate size and location of the Champion Tree. The Community Development Department shall send written declaration and tree identification tag to the property owner.

b. No person shall cut down, remove, poison, or otherwise intentionally damage a champion tree and no owner of the property on which a Champion Tree is located shall authorize anyone to cut down, remove, poison, or otherwise intentionally damage a protected tree.

(2) A Champion Tree can be removed by City Council from its status as a Champion Tree upon request of a City official or the property owner for any of the following reasons:

a. The status of the tree has changed so it now meets one of the exemptions in Section 90.33.

b. Property owner believes removal is necessary to use the property for a permitted purpose and failure to remove the tree from its protected status would constitute a governmental taking or otherwise deprive the property owner of the beneficial use of the property. In order to be eligible for consideration under this provision, the property owner shall provide to City Council all of the following:

i. The nature of any investment backed expectations of the property owner.

ii. A detailed description of how the status of the tree as a Champion Tree prohibits any reasonable use of the property.

iii. A detailed description of all alternate uses considered by the owner that would allow the owner the beneficial use of the property and still protect the tree.

6. FEES AND STATEMENT

Standard Permit Application Fees and Tree Replacement must be paid before permit will be issued. Information on permit and replacement fees is noted below.

Standard Permit Application Fees

See City Fee Schedule for current rates

Any removal of protected or landmark trees before a Tree Removal Permit has been issued will subject the property owner and/or responsible entity, such as a contractor, to penalties and/or civil fines per Section 90-42 in the Code of Ordinances.

I understand that there may be deed restrictions that would prohibit this activity and will check the title for any deed restrictions and/or covenants. I hereby certify that the proposed work is authorized by the Owner of Record and that I have been authorized by the owner to make this application as his/her authorized agent and that we agreed to conform to all applicable laws of this jurisdiction.

I understand that the standard application fee for tree removal and any tree replacement fees must be paid in full before the permit is issued.

I am submitting the following:

- ☐ Complete application
- ☐ Sketch that depicts location of trees proposed for removal (see page 2, section 3)
- ☐ Photographs of trees proposed for removal (see page 2, section 3)
- ☐ Landmark/champion tree identification (see page 2, section 4)

Applicant Signature _____ Date _____

Printed Name _____

OFFICE USE ONLY

TREE LOCATION

Property Address _____

Lot Number _____

Application reviewed by: ☐ Community Development Director ☐ City Arborist (if applicable)

Application is ☐ APPROVED ☐ DENIED _____

Signature _____ Date _____

FEES DUE

Standard Tree Removal Fee Amount Due \$ _____

Permit Number _____ Date Issued _____

Revised: 9/19/2024