



Tree Removal Permit Application

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Updated FEB 2026

NOTICE TO APPLICANT

The following documents must be attached to this application:

- ☐ Description of the proposed removal, including location(s), type/species, size (DBH)
- ☐ Replacement planting schedule, showing proposed location(s), type/species, and size (gallons)
- ☐ Plat or tree/topo depicting canopy trees
- ☐ Permit fee: \$ _____

All applications should be submitted to vernonburgintendant@outlook.com.

OFFICE USE ONLY

Received by: _____ Date: _____
Action by Zoning Committee: _____ Date: _____
Action by Town Council: _____ Date: _____

Applicant Information

Property Owner Name _____ Property Owner Email _____

Property Address _____ Property Owner Phone _____

Property Owner Mailing Address (if different) _____

Contractor Name _____ Contractor Email _____

Contractor Mailing Address _____ Contractor Phone _____

Affidavit

I, the undersigned, agree to construct or complete the work as described in this application and in compliance with all applicable state and local laws, ordinances, and regulations. I further acknowledge that I have reviewed and understand the Vernonburg Code of Ordinances and Unified Development Ordinance and agree to comply with all provisions set forth in these documents.

Property Owner Signature _____ Contractor Signature _____ Date _____

follows:

- 6.4.1 Access to such a lot will be by an access easement ("Access Easement").
- 6.4.2 Width. An Access Easement serving one (1) residence shall have a minimum right-of-way of 20 feet. An Access Easement serving two (2) residences shall have a minimum right-of-way of forty (40) feet.
- 6.4.3 No more than two (2) lots may be accessed by an Access Easement.
- 6.4.4 That portion of any Property which is designated as an Access Easement shall not be considered when determining minimum lot size or minimum building setbacks for that property.

6.5 Driveways

Impervious driveways shall be setback from adjacent properties a minimum of ten (10) feet. Pervious driveways shall be setback from adjacent properties a minimum distance of five (5) feet.

6.6 Fences

All fences shall require a building permit and written notice to neighbors.

- 6.6.1 Height. All fences within seventy-five (75) feet of the marsh line, bluff line, waterway, or public right-of-way must be less than four (4) feet in height and constructed of materials and in a manner that permits visibility through them from adjoining properties (i.e., pickets, rails, etc.). Fences located on other parts of a property may be up to six (6) feet in height. Fences which exceed six (6) feet in height are prohibited.
- 6.6.2 Location. As part of the Vernonburg Comprehensive Land Use Plan, every reasonable effort shall be made to locate fences so they do not harm existing canopy trees or alter drainage patterns.
- 6.6.3 Materials. Fences should be constructed in a manner that is visually compatible with fencing materials and patterns in Vernonburg. This includes, but is not limited to stucco, tabby, split rail, concrete slats, pickets, etc. Although chain link fences are permitted, a property owner must make a reasonable effort to grow ivy or other vegetation on or near every section of chain link fence to shield it from adjoining properties. This requirement does not apply, however, to fences within seventy-five (75) feet of the marsh line, bluff line, or waterway.

6.7 Tree Canopy Protection, Maintenance, and Replacement

A canopy tree is defined as one with the potential to reach forty (40) feet or more in height and have a spread of thirty (30) feet or more. Live oaks are a prime example of desirable canopy trees. Each lot shall maintain an amount and variety of canopy trees to provide an ample and substantial tree canopy and an amount and variety of vegetation and shrubbery to reduce the flow of storm/rainwater and yard chemicals into the marine ecosystem.

- 6.7.1 Removal of trees. Any tree over twelve (12) inches DBH which is removed shall be replaced by a new tree which is equivalent in mature size, unless ample area is not available on the property as determined by a certified arborist. Invasive and exotic species are exempt from the requirements of this provision.
- 6.7.2 General land clearing. A detailed tree survey and a proposed land clearing and canopy protection, maintenance and replacement plan must be submitted to the Intendant and Town Council prior any land disturbing activity.
- 6.7.3 Permit required. A permit is required for the removal for any private protected tree. No permit will be granted under this section unless a detailed landscaping replacement plan, including an amount and variety of canopy trees is submitted along with the removal application. Private protected tree means any tree whose canopy extends into a street right-of-way, a tree with a twelve (12) inches DBH or more located on any lot within twenty (20) feet of a street right-of- way (including an approved private street or other access easement), or a tree with a twelve (12) inch DBH or more located within ten (10) feet of any other property line, or a tree with an eighteen (18) inch DBH or more located elsewhere on the lot.

6.8 Stormwater Runoff Management

- 6.8.1 No landscaping or other activity will be allowed that permits or encourages the release of septic fluids or solids. No landscaping will be allowed that substantially alters current drainage patterns, thereby increasing the flow of stormwater or other contaminants directly into a marsh creek or river. Stormwater runoff shall not be directed onto adjoining properties.
- 6.8.2 Riparian Buffers. Buffers comprised of native vegetation which do not require the use of herbicides or pesticides are strongly encouraged.

6.9 Lighting

- 6.9.1 Purpose. It is recognized that exterior lighting is a valuable crime deterrent. It is desirable, however, to achieve the benefits of exterior lighting but minimize its impact on the aesthetics of the Town by utilizing