**TREE TRIMMING AND REMOVAL DIRECTIVE 98-06**

**DEFINITION OF A TREE (DEAD OR** ALIVE**)**

**Any rooted growth (tree, shrub, evergreen, etc.) dead or alive**

**that is larger than 4" in diameter at 5' above the ground**

**Per Queen Anne's County Inspector: Harold Veasel**

**1.** If you have a tree that does not meet the definition of a tree in the box above:

 \* submit a site plan to Beach Harbor for your request. Clearly tag the tree(s) you want removed.

 \* The BH Covenants and Restrictions Chairperson will inspect your site per your request.

 \* Your request will be approved or disapproved by the chairperson. Should your request be disapproved, you will be provided with a reason.

**2.** If you have a tree that meets the definition of a tree in the box above, you will need to obtain a permit from the Queen Anne's County Department of Permits.

 \* Contact the Inspector at Queen Anne's County permit office at 410-758-4088, between the hours of 8:00 am and 10:00am. He will come to your site to approve or disapprove your tree removal request within a few days.

 \* If he approves your request, you can proceed with obtaining a permit from them.

 \* After obtaining a permit, you must submit your site plan with a copy of your permit to the Beach Harbor Office.

 \* Once the tree has been removed, and your new tree(s) planted, contact the Inspector to approved the new tree(s) planted. He MUST sign off on your paperwork for FINAL approval.

 \* Send a copy of this final report to the Beach Harbor Office.

**NOTE: THE BEACH HARBOR COOPERATIVE IS ULTIMATELY RESPONSIBLE FOR THIS PROCESS. THEREFORE, YOU MUST FOLLOW THESE PROCEDURES THROUGH TO COMPLETION, AND WITHOUT EXCEPTION. IT IS EACH MEMBER'S RESPONSIBILITY TO ENSURE THE OFFICE HAS ALL DOCUMENTATION.**

**Section II, 23, page 41 of the Beach Harbor Bylaws, Covenants and Restrictions, amended 9/21/2012**

to include this Directive, whereby;

 A site plan, contractor permission form, and a certificate of insurance for the contractor must be

submitted to the Office for approval/denial by the Director of Covenants and Restrictions before a tree

is trimmed and meets the following guidelines.

1. Trimming a limb, greater than four inches in diameter, requires a site plan.
2. Trimming or removal of a shrub greater than four (4) inches in diameter requires a site plan.
3. Trees will not be allowed to be stripped of branches, and/or topped off, by cutting off the top of the tree with its substantial growth, or more than ten (10) feet.
4. Trees must be trimmed by a licensed and insured arborist with the appropriate forms approved and posted, visible from the road, before, during, and after work has been completed.