Bloomfield Township
P.O. Box 489 4200 Telegraph Road
Bloomfield Township, MI 48303-0489
Phone (248) 433-7715 ■ Fax: 433-7729
Inspection Line (248) 594-2818
Website: http//www.bloomfieldtwp.org

TREE PRESERVATION & PROTECTION PERMIT APPLICATION INSTRUCTIONS

Intent of Ordinance

The Township finds that trees and woodlands are an important asset to the natural ecosystem, beneficially contribute to the character of the community and positively influence the quality of life in the Township. Furthermore, the Township finds conventional development without specific regulations to protect natural resources frequently encroaches upon, damages or eliminates important trees, other forms of vegetation and natural resources. These trees, if preserved and maintained in an undisturbed and natural condition, constitute important physical, aesthetic, recreation and economic assets to residents of the Township, visitors, businesses and the general public.

Permit Required

A permit is required for any clear-cutting activity on **any** property in Bloomfield Township. In addition, on any property in Bloomfield Township undergoing new construction or redevelopment a permit is required for any person to clear-cut, remove, cause to be removed, transplant or destroy any protected tree or landmark tree.

Regulated Tree Information

Protected Tree - Includes all trees eight (8) inches DBH or greater provided they are not classified as landmark trees.

Landmark Tree - Any tree that is twenty-four (24”) inches DBH or greater, as well as any tree with the botanical name and diameter identified under Section 2 Definitions of the Tree Preservation Ordinance.

Application Availability

Permit Applications are available on the Township website located at http://www.bloomfieldtwp.org/forms/Building.htm. In addition, copies of the application are available at Building, Planning & Ordinance Department.

Application Requirements

A person seeking a permit shall submit an application on forms supplied by the Township, a tree survey, and pay the application fee as established by resolution of the Township Board. Specific application requirements are outlined below:

1. *Time of application.* Approval of an application for a permit shall be obtained before removing, cutting, or transplanting any trees. Where the site is proposed for development necessitating site plan or plat review, the application shall be made prior to or concurrent with the site plan or tentative preliminary plat submittal.

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1. *Tree survey.* The applicant shall submit in triplicate a tree survey performed by an arborist, as defined in the Tree Preservation & Protection Ordinance. The survey shall be drawn to scale. If there are discrepancies in the tree survey information or if the applicant requests that a landmark or protected tree(s) not be counted toward replacement due to its health/condition, the Township reserves the right to require review of the situation or engage the services of an independent reviewer. The site/tree plan shall include the following information, at a minimum:

    a. *Property dimensions.* The boundaries and dimensions of the property, and the location of any existing and proposed structures or improvements, with a statement identifying the types of structures or improvements.

    b. *Tree survey and plan.* A tree survey and plan shall be required only in areas where trees are proposed to be removed. For portions of the site where no development is proposed, tree tagging is not required provided an outline of the tree canopy and limits of grading are clearly defined by field demarcation or isolation from construction area. Trees with drip lines that extend into the area to be developed shall be included in the tree survey, even if the trunk of the tree is not in an area that will be disturbed.

        1. The tree survey shall clearly identify which trees will be preserved and which ones will be removed or transplanted. Surveyed trees must be identified in a tabular format by tree tag number, size, common name, Genus and health/condition ranking (e.g. good, fair, poor). In addition, the regulatory classification, such as regulated, nonregulated, landmark, or exempt must be identified. Groups of tree in proximity (five feet or closer) may be designated a "clump" of trees, with predominant species, estimated number and average size.

    c. *Buildable area/Building footprint.* To the extent that information is available, the buildable area/building footprint shall be designated.

    d. *Tree protection.* A statement which complies with Paragraph Ten (10), describing how trees intended to remain will be protected during development.

    e. *Easements and setbacks.* Location and dimensions of existing and proposed easements as well as all setbacks required by the Zoning Ordinance.

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f. *Topography and grade changes.* If any excavation, land balancing, or other grade changes are proposed, then a topographic survey shall be required which shall be drawn at two-foot contour intervals referenced to a USGS benchmark. Grade changes proposed for the property shall be indicated on the plan.

g. *Intended tree replacement.* The number, size, species, and estimated cost of all replacement trees, if proposed.

h. *Tree identification.* Separate tree identification tag shall be made of 19-gauge aluminum or similar corrosion-resistant material. These tags shall be a minimum of one and one-fourth (1¼) inches in diameter and be permanently stamped or engraved by machinery or press with a number that corresponds to a number designation defined on the tree survey. Numbers shall be a minimum of five-sixteenth (5/16) inches high. Tags shall be attached to trees by way of galvanized roofing nail or other similar means. Such measures shall be in place before any construction, land balancing, or tree cutting begins. Removal or damage to trees that were identified "to be retained" on the tree plan or application shall constitute a violation of this article. Such violation may be remedied by implementing tree replacement in accordance with section 7.

Fee Information

Application Fee- The application fee is set by the Board of Trustees at a level of $150.00 for single-family residential development projects and $250.00 for multi-family & commercial development projects.

Escrow Deposit- For applications requiring review by the Township's consultant, an escrow deposit in the amount of $500.00 shall be required prior to the issuance of the permit.

After-the-fact Application Fee – All single-family residential after-the-fact applications shall require a $300.00 application fee. All multi-family or commercial after-the-fact applications will require a $500.00 application fee.

Schedule of Fees

Fee Category	Bloomfield Twp.
Single-Family Residential Application Fee	$150.00
Multi-Family & Commercial Application Fee	$250.00
Escrow Deposit (if necessary)	$500.00
Single-Family Residential After-the-Fact Application Fee	$300.00
Multi-Family & Commercial After-the-fact Application Fee	$500.00
Additional Inspection (if necessary)	$50.00 each

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Application Submittal Information

All Permit applications and fees must be submitted along with 3 copies of the tree survey and site plan to the Building, Planning & Ordinance Department located at 4200 Telegraph Road, Bloomfield Township, MI 48303, for processing.

Questions

Questions regarding application processing or completeness should be directed to: the Building, Planning & Ordinance Department at 248-433-7715 or the Engineering and Environmental Services Department at 248-594-2800

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To Be Submitted With A Temporary or Full C of O Request:

I, _____, the property owner or agent of _____,
(print name) (address)
certify that the required inches of DBH of trees per the approved tree permit application, have been planted and are in place. I further understand that the retained trees and planted trees shall be replaced if any of the trees should die within a period of twelve (12) months in accordance with Section 42-578, Chapter 42, Zoning Ordinance of the Bloomfield Charter Township Code, as amended.

_____ _____
Property Owner/Agent Signature Date

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<u>For Payment of A Cash Bond Until Trees Are Planted:</u>

I, _____, the property owner or agent of _____,
(print name) (address)
certify that _____ inches of DBH of trees, as required per the approved tree permit application, will be planted the next available growing season. Until such plantings are completed, a cash deposit* of _____ is included. I further certify that these funds will not be retuned until such time as the required replacement trees are planted as required per the approved tree permit.

_____ _____
Property Owner/Agent Signature Date

Cash deposit calculated based on two times the wholesale cost from an established local nursery catalog with a current publish date.

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Project #_____ Permit #_____

Application Date_____ Issuance Date_____

APPLICATION FOR TREE PRESERVATION & PROTECTION PERMIT

APPLICANT INFORMATION:

Applicant: _____

Address: _____City: _____State: _____ Zip Code: _____

Telephone #: _____Fax #: _____Email: _____

PROPERTY OWNER INFORMATION:

Property Owner: _____

Address: _____City: _____State: _____ Zip Code: _____

Telephone Number: _____Email: _____

PROJECT INFORMATION: (Attach additional sheets if necessary)

Address: _____

Subdivision: _____Lot Number(s): _____Sidwell Number: _____

Choose one: Proposed project ☐ or After-the-fact project ☐

Description of the proposed project:

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Protected Trees To Be Removed: (8" DBH – 23" DBH)

Type	DBH	Quantity

Total DBH Removed: _____

Replacement Rate: 50%
*****DBH to be replaced: _____

Landmark Trees To Be Removed: (Any tree that is twenty-four (24") inches DBH or greater, as well as any tree with the botanical name and diameter identified under Section 2 Definitions of the Tree Preservation Ordinance.)

Species	DBH	Quantity

Total DBH Removed: _____

Replacement Rate: 100%
*****DBH to be replaced: _____

Replacement Trees To Be Planted On-site:

Species	DBH	Quantity

***Final DBH to be replaced is determined by the Township based on a review of the plans.**

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Additional Information:

Applicant's Certification: Read carefully before signing.
Application is hereby made for a permit to authorize the activities described herein. I certify that I am familiar with the information contained in the application and to the best of my knowledge believe such information is true and accurate. By signing this application, I agree to allow representatives to enter upon said property in order to inspect the proposed project. I understand that the granting of other permits by county, state, or federal agencies, does not release me from the requirements of obtaining the permit requested hereon before commencing the project. I understand that the payment of the application fee does not guarantee the issuance of a permit.

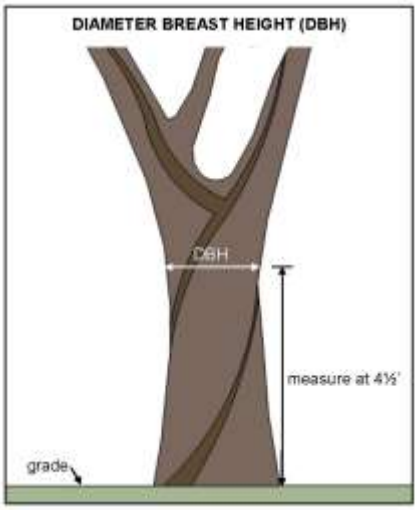
I, _____, the property owner or agent of _____,
(print name) (address)
understand that the plans submitted as part of the tree permit application are a true and accurate representation of the site conditions. The required inches DBH of trees indicated in the tree protection permit application shall be replaced at the site prior to the issuance of any Certificate of Occupancy for the property. In addition, tree protection fencing is installed per ordinance requirements and as the property owner or agent, is responsible for maintaining the tree protection fencing as described in the ordinance throughout the duration of the project. I further understand that as a condition of the permit issuance, the property owner or agent is responsible for the maintenance and survival of all planted trees and retained trees for a period of twelve (12) months after the permit activities with the tree removal permit are completed.

_____
Property Owner Signature Printed Name Date

_____
Authorized Agent/Contractor Signature Printed Name Date

Office Use Only

Date Filed_____ Application accepted by_____ Application Fee paid $_____

The following should be submitted:

1. Completed Application
2. Three copies of the tree survey and site plan
3. Application Fee