



**Community Development  
Department**  
1830 County Road B East  
Maplewood, MN 55109  
(651) 249-2300  
[www.MaplewoodMN.gov](http://www.MaplewoodMN.gov)

**Fee: \$375**

## WOODLOT ALTERATION PERMIT APPLICATION

The City requires a permit for any alteration of a treed area of at least ¼ acre on a vacant lot, which includes significant trees. A significant tree is any healthy tree measuring a minimum of 6 inches in diameter for hardwood deciduous trees, 8 inches in diameter for coniferous/evergreen trees, 12 inches in diameter for softwood deciduous trees, and specimen trees of any species 28 inches in diameter or greater as defined herein. Buckthorn or other noxious woody plants as determined by the Community Development Department (CDD) Director are not considered a significant tree species at any diameter.

Address of site:

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Applicant/business name:	
Contact person:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	

Legal description of site:

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature

Date

Owner Signature (if different from applicant)

Date

### OFFICE USE ONLY

Date Received \_\_\_\_\_

By \_\_\_\_\_

Receipt # \_\_\_\_\_

Revised 11/2023

## DEFINITIONS

- Woodlot means a treed area of at least one-quarter (1/4) acre on a vacant lot, which includes significant and/or specimen tree(s) as defined below.
  - Significant Tree means a healthy tree measuring a minimum of six (6) inches in diameter for hardwood deciduous trees, eight (8) inches in diameter for conifer trees, twelve (12) inches in diameter for softwood deciduous trees and specimen trees. Buckthorn or other noxious woody plants or trees as determined by the Community Development Department (CDD) Director are not considered a significant tree species at any diameter.
  - Specimen Tree is a tree of any species that is twenty-eight (28) inches in diameter or greater, except invasive species. Specimen trees must have a life expectancy of greater than ten (10) years, have a relatively sound and solid trunk with no extensive decay or hollow, and have no major insects, pathological problems, or defects. Specimen trees are valued for their size and their legacy.
  - Hardwood Deciduous Tree means all deciduous tree species except those listed as softwood deciduous trees below.
  - Softwood Deciduous Tree means the following tree species: box elder, cottonwood, elm, poplar/aspen, silver maple, and willow.

## PROCESS

1. A woodlot alteration permit application shall be submitted to the CDD Director for review prior to removal of any significant or specimen living trees on a woodlot that is not reviewed by another land use, grading, or building permit. The applicant shall submit a tree plan and any other information needed to determine compliance with this ordinance. Specific requirements shall be stated on an application form in the office of the CDD Director. An application fee shall be established yearly by the City Council by resolution. Failure to submit a woodlot alteration permit application and gain subsequent approval prior to removal of significant and specimen trees will result in the total tree replacement for the property as outlined in the tree removal, mitigation, and replacement section to assume that all trees removed were significant and specimen trees.
2. Woodlot alteration permit appeal process. If the woodlot alteration permit is denied by the CDD Director, the applicant may appeal the CDD Director's decision. The appeal shall be submitted in writing, along with the reasons for the appeal, and received by the City within fifteen (15) days of the CDD Director's written decision to deny the permit. The Environmental and Natural Resources (ENR) Commission will review the appeal at its next available commission meeting. If the ENR Commission denies the appeal, the applicant may appeal the ENR Commission's decision. The appeal shall be submitted in writing, along with the reasons for the appeal, and received by the City within fifteen (15) days of the Environmental and Natural Resources Commission's decision. The City Council will review the appeal at its next available City Council meeting for final decision on the appeal.

## FILING REQUIREMENTS

1. A tree plan showing the following:
  - a. A tree inventory overlay on the site plans that shows size, species, general health, and location of all significant and specimen trees located within the property where significant and specimen tree removal is proposed.
  - b. The tree inventory plan shall:

- i. Be drawn at the same scale as the other site plan submittals and shall coincide with required engineering documents such as topography maps, wetland information, grading plans, road locations and building locations;
  - ii. Include trees growing in clump form. These trees will be considered individual trees and each stem/trunk is measured as individual trees.
  - iii. Include the location of groups of standing dead or diseased significant and specimen trees.
  - iv. Include the outer boundaries of all contiguous wooded areas, with a general description of trees not meeting the significant and specimen tree size threshold and any indication of the presence of epidemic tree diseases.
  - v. Include significant and specimen trees (species and diameter) identified in both graphic and tabular form.
  - vi. Include locations of the proposed buildings, structures or impervious surfaces.
  - vii. Include delineation of all limits of land disturbance, clearing, grading and trenching.
- c. A list of total diameter inches of all healthy significant and specimen trees inventoried.
  - d. The total diameter inches of healthy significant and specimen trees removed.
  - e. Location of trees protected and the proposed measures for protection including delineation of tree protection fencing, tree protection signs, location for material storage, parking, debris storage and wash out area for redi-mix trucks.
  - f. Protection measures for replacement trees being planted in areas with a high deer population.
  - g. The name(s), telephone number(s), and address(es) of the person(s) responsible for tree preservation during the course of the development project.
  - h. Size, species, number and location of all replacement trees and woody shrubs proposed to be planted on the property, planted on city property or amounts to be paid into the city's tree fund in accordance with the tree removal, mitigation and replacement section of the tree ordinance.
  - i. All tree preservation plans shall be prepared by a forestry or horticultural professional whose qualifications are approved by the CDD Director.
  - j. Tree removal and replacement.
    - i. Tree removal calculation: If less than twenty percent (20%) of the total significant or specimen tree diameter inches on the property are removed, the applicant shall replace one (1) tree per significant and specimen tree removed. Tree replacement shall be a minimum of two (2.0) caliper inches in size.
    - ii. If twenty percent (20%) or more total significant and specimen tree diameter inches are removed, the applicant shall mitigate all significant and specimen diameter inches using the tree mitigation/replacement schedule in accordance with the following formulas:  
 A = Total diameter inches of significant trees lost as a result of the land alteration (includes significant and specimen trees)

B = Total diameter inches of significant trees situated on the property  
(includes significant and specimen trees)

C = Tree replacement constant (1.5)

D = Total diameter inches of specimen trees saved\*

E = Replacement trees (number of caliper inches)

$$[(A/B - 0.2) \times C] \times A - [D/2] = E$$

\*Applicant receives credit for each one (1) diameter inch of specimen tree saved at a rate of ½ (.5) diameter inches.

Example:

A = 94

B = 234

C = 1.5

D = 28

E = 14 caliper inches

$$[(94 / 234 - 0.2) \times 1.5] \times 94 - [28/2] = 14 \text{ caliper inches}$$

- k. Tree mitigation: Once the total caliper inches for replacement trees are determined, the applicant shall mitigate the loss of significant and specimen trees by planting replacement trees in appropriate areas on the property in accordance with the tree removal, mitigation, and replacement section of the tree ordinance. After putting as many trees as feasible on the site, if the replacement requirement is still not met, the CDD Director can approve tree replacement steps as outlined below prior to issuance of a grading or building permit:
- Planting replacement trees on City property under the direction of the CDD Director.
  - Mulched beds of native or drought-tolerant shrubs that are not required as part of foundation, screening or other City-required plantings will qualify towards tree replacement at a rate of .5 caliper inches per number three (#3) shrub.
  - Alternative forms of mitigation can be approved by the CDD Director. Examples of alternative mitigation include buckthorn removal and management. Buckthorn removal and management will qualify the applicant for reducing the number of replacement trees or the payment into the City's tree fund with a dollar for dollar credit.
  - Paying the City a sum per caliper inch in accordance with the tree replacement schedule outlined in the City fee schedule. Payment shall be deposited into an account designated specifically for tree planting on public property or providing financial assistance for properties that want to voluntarily plant trees.
- l. A statement as to why you intend to remove these trees. Please be specific.
- m. An application fee of \$375. **This fee is non-refundable.** Make your check out to the City of Maplewood.