



# City of Mount Rainier

One Municipal Place Mount Rainier, MD 20712

P:301.985.6583 E: [programmanager@mountrainiermd.org](mailto:programmanager@mountrainiermd.org)

## TREE ASSESSMENT REQUEST

**A Mount Rainier property owner must complete and file this request with the Mount Rainier City Manager before undertaking any of the following actions on any private tree with a circumference equal to or greater than 56.5 inches at 4 ½ feet above the ground:**

- Removing, relocating, destroying or topping the tree
- Pruning more than 25% of the live crown of the tree within a one-year period
- Pruning live limbs with a diameter equal to or greater than 30% of the diameter of the tree
- Cutting a root with a diameter of greater than one inch
- Taking any other action that would significantly and permanently detract from a tree's health or growth. For a complete description of activities for which a permit is needed, please see the Urban Forest section of the Mount Rainier city code, Chapter 12B.

### PROPERTY INFORMATION

Property/Homeowner name: \_\_\_\_\_

Property address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### PROJECT INFORMATION

Tree species (if known): \_\_\_\_\_

Tree circumference (measured @ 4 ½ feet above ground level): \_\_\_\_\_

Tree location on property: \_\_\_\_\_

Proposed action:

\_\_\_\_\_

### PROPERTY OWNER AFFIDAVIT

I hereby certify that I am the legal owner and occupant of the subject property. I grant permission for City staff and the City Arborist to access my property to evaluate the tree(s).

Property owner signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **DESCRIPTION OF PERMITTING PROCESS:**

1) Property owner must mail, hand deliver or email a Tree Assessment Request for an initial tree assessment to the Department of Public Works.

Mount Rainier  
3715 Wells Avenue  
Mount Rainier, MD 20712  
Email: [programmanager@mountrainiermd.org](mailto:programmanager@mountrainiermd.org)

2) The City Arborist will visit your property to assess whether a permit or a permit waiver will be required to proceed with the proposed activity. There is no charge to the property owner for the tree assessment.

3) The City Arborist will provide the property owner a copy of his or her tree assessment and the recommended action to proceed on the form. If the property owner decides to proceed, the completed Tree Assessment form from the Arborist must be brought to City Hall if a waiver or permit is recommended.

4) If the City Arborist determines the tree is dead, dying or hazardous, a waiver of the requirement for a tree permit will be granted. There is a \$25 fee for each waiver. If financial hardship, the fee may be waived.

5) If the City Arborist determines a tree permit(s) is required and the property owner wishes to proceed, the property owner must pay a \$50 fee for each permit application.

6) The City Manager and City Arborist will issue a recommendation approving or denying the permit within seven (7) days of the property owner initiating the process outlined in 3) above. The City Manager will notify the Mount Rainier Tree Commission.

7) The applicant has the right to appeal the preliminary denial of any permit to the Tree Commission within ten (10) days.

8) The Tree Commission then has fifteen (15) days to evaluate.

9) If the permit is approved, property owner will be responsible for replanting trees or paying restitution to the city, in accordance with the Mount Rainier City Code, Chapter 12B-15 Tree Replacements.

10) If approved, a permit will be available for the property owner to post on their property before the scheduled work begins.

\*\*\* See Mount Rainier City Code, Chapter 12B and following subsections for a full description of the tree impact assessment criteria and tree replacement/restitution requirements.