



Town of Mashpee Tree Preservation Permit Application

Date: _____

Information to be submitted with Application:

FEES: \$100 paid via cash or check made payable to the Town of Mashpee (*until such time as the application process is automated with payments available via debit/credit card on PermitEyes*).

PLANS: A Tree Protection and Mitigation Plan prepared in accordance with the requirements of the Bylaw. Please review the checklist at the end of this Application.

COVER LETTER: A narrative description of the building activity proposed including a description of the Protected Trees impacted and the proposed mitigation plan is required in the form of a cover letter/memo. Should be prepared and submitted by either an Arborist or Registered Landscape Architect with their credentials and contact information.

Quotes/Invoices Justifying Mitigation Costs: The Applicant shall provide to the Reviewing Agent price quotes/estimates from a garden center/nursery for the purchase of trees to establish the required dollar amount of any mitigation provided as a contribution to the Tree Bylaw Revenue Account.

PROPERTY INFORMATION

Address: _____

Zoning District: _____ Assessors Map #: _____ Assessor's Parcel #: _____

Applicant Information:

Applicant Name: _____ Applicant Phone: _____

Applicant email: _____

Applicant Mailing Address: _____

Agent or
Contractor Name: _____ Agent Phone: _____

Agent email: _____

Agent Address: _____



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DESCRIPTION OF BUILDING ACTIVITY:

- ☐ Work performed pursuant to a special permit (as defined in MGL Ch. 40A Sec. 9 and the Mashpee Zoning Bylaw)
- ☐ Work performed pursuant to site plan approval (as defined in the Mashpee Zoning Bylaw)
- ☐ Construction of a new dwelling (including after razing an existing dwelling)
- ☐ Construction of a subdivision
- ☐ Construction of a structure or addition that increases the gross floor area of a residential, commercial, or industrial structure by 50% or more
- ☐ Demolition of a structure(s) with a footprint of 250 square feet or greater
- ☐ Construction of any accessory structures requiring a building permit including but not limited to sheds greater than 200 square feet, detached garages, pools, retaining walls with a height of four feet or greater
- ☐ Clearing, grading, or other site preparation work performed prior to undertaking any of the above

TREE REMOVAL AND MITIGATION

Number of Trees to be Removed: _____

Total inches DBH to be Removed: _____

Number of Trees to be Planted: _____

Total inches DBH to be Planted: _____

MITIGATION/REPLANTING AND/OR CONTRIBUTION

_____ ÷ _____ = _____
Total inches DBH to be Replanted Caliper of Tree to be Planted* # of Trees to be Planted

*Each new tree must have a minimum caliper of 2 inches.

If replanting in part or in total is not the preferred method of mitigation, then a contribution to the Mashpee Tree Bylaw Revenue Account is an acceptable method of mitigation. Contributions to the Tree Bylaw Revenue Account are determined based on the costs to the property owner to acquire trees and have them installed. As such, invoices from a nursery/tree farm for the cost of the replacement trees should be submitted with this Application along with a quote from a landscaper for their installation, if applicable.

Cost of acquiring the number of trees for replanting indicated above (provide quotes): _____

Cost of installation (provide quote): _____ (put N/A if planting yourself)



The Town Planner or his/her designee has the discretion to request additional information if deemed necessary. The signature of the Reviewing Agent on this form below accompanied by the 'Approved' radio button being checked indicates that the subject property is approved to proceed with the subject building activity and that protected trees impacted are being adequately mitigated.

☐ Denied[illegible]

Signature of Reviewing Agent: _____ Date: _____

The undersigned hereby certifies that he/she has read and examined this Application and materials checklist and that the proposed Tree Preservation and Mitigation Plan is accurately represented in this Application and supporting documentation. The undersigned also gives permission to the Reviewing Agent or designee to enter the property for the purpose of tree inspection prior to permit issuance and for replanting compliance inspection after the permit is issued. The undersigned also attests to abide by all the requirements set forth in Mashpee's Tree Preservation Bylaw and any conditions noted above.

Applicant Signature: _____ Date: _____



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APPLICATION MATERIALS CHECKLIST

Tree Bylaw Permit Application

Information to be submitted with Application:

- ☐ **Application Fee:** \$100.00 paid via cash or check made payable to the Town of Mashpee.
- ☐ Tree Protection and Mitigation Plan (electronic):
 - Plan may be part of a landscape plan or a separate document that shows the location and size of Protected Trees on the property.
 - Plan must be prepared by qualified professionals (a Registered Land Surveyor together with a Certified Arborist or a Registered Landscape Architect) and include the stamp (if applicable), professional certification number, date and signature of all professionals involved in its preparation.
 - Plan must be drawn to a uniform scale (preferably 1" = 10', 1" = 20' or 1" = 30'). All Plans shall be a minimum size of 11" x 17" (preferred) and a maximum size of 24" x 36", with 3/4" borders. Letter sizes on plans should be no smaller than 1/8".
 - Plan needs to include the following elements:
 - Boundaries of the property, including all property lines, easements, and public and private rights-of-way.
 - The property's Tree Yard designation and the location of the applicable setbacks from the lot line. Location of the Tree Yard in each zoning district, found in the Tree Preservation Bylaw.
 - The location of all existing buildings, driveways, retaining walls and other improvements, and the features to be retained, removed or demolished.
 - The location of all planned buildings, driveways, retaining walls and other improvements.
 - Proposed changes in grade.
 - An inventory of all Protected Trees including those that were removed within 12 months prior to Application. Your Plan must note tree locations graphically on the Plan and provide a key to distinguish the species, trees previously removed, and existing individual trees to be retained and/or removed.
 - For each Protected Tree to be retained that resides within the vicinity of work, the Tree Save Area (as defined in the Bylaw) must be depicted on the Plan and shall include at minimum the Critical Route Zone "CRZ" represented by a circle centering on the tree's trunk and extending outward towards the tree's dripline.