



OCEAN PINES ASSOCIATION, INC.

239 Ocean Parkway • Ocean Pines, Maryland 21811
Telephone: 410-641-7717 • Fax: 410-641-5581

REQUEST FOR TREE REMOVAL

The Atlantic Coastal Bays Critical Management office must approve trees located within 100' of a waterway. Call 410-632-1200 and request to speak to the Bays Critical Management Office. County approval must be submitted with this request.

Name: _____ Phone: _____ Date: _____

Sec. _____ Lot _____ Street Address: _____

Contractor: _____ Contractor License No.: _____

No. of trees to be removed: _____ Location: _____

REASON FOR REMOVAL: (Check Appropriate Boxes Below)

- Dead/Dying Diseased/Rotting Storm Damage Dangerous Tree
- Within 10' of Foundation Within 3' of Driveway Bulkhead Damage Tree(s) Marked
- Other (Explain): _____

FORM MUST BE EITHER SIGNED BY OWNER AT THE CPI OFFICE, OR, IF BEING SENT IN/DROPPED OFF, MUST BE NOTARIZED TO VERIFY OWNER'S SIGNATURE

Signature of Owner: _____

State of Maryland
County of Worcester

This document was acknowledged before me on the ____ of _____, 202__ by _____.

My commission expires: _____

Permit Fee: \$115.00 (Filing fee: \$35.00 Review/Inspection fee: \$80.00)

OFFICE USE ONLY

Number of Trees Approved: _____ Number of Trees Not Approved: _____

Reason for Approval:

- Dead Storm Damage Within 10' of Foundation Within 3' of Driveway Bulkhead Damage Dangerous Tree
- Other: Explain _____

Reason for Non-Approval:

- Live Tree Outside 10' Foundation Rule Outside 3' Driveway Rule Appears Healthy
- Protected Species Professional Pruning Recommended

Inspector Signature: _____ Date: _____

Approval Good For 30 Days

Once approved and permit issued, permit must be picked up and displayed in front window of residence to be valid. A permit not displayed on site will be subject to a violation for failure to follow the procedures.

Note: Stumps must be removed or flush cut and covered with mulch. All requested trees must be marked. Owner should verify contractor's property damage and liability insurance.

IN ACCORDANCE WITH DECLARATION OF RESTRICTIONS 8.A.q. AND ARC GUIDELINES 400.3.

REQUEST FOR TREE REMOVAL

PROCESS REQUIREMENTS FOR REQUEST FOR TREE REMOVAL

1. The property owner must complete the Request Form.
2. Owner's signature must be notarized if not signed in person at the CPI Office.
3. Upon receipt of the signed request, an inspector will visit the property and determine the number of trees requested to be authorized for removal.
4. The inspector will mark the trees authorized for removal using a designated color paint.
5. No trees may be removed unless the permit is prominently displayed in the front window of the residence.

POTENTIAL PENALTIES FOR FAILURE TO ADHERE TO THE APPROVAL PROCESS REQUIREMENTS

1. Property owner will receive a violation notice from CPI Department.
2. Property owner will be given 15 days to contact the CPI Department to address the notice.
3. If the owner fails to address the notice by the end of 15 days, the violation will be forwarded to the Architectural Review Committee to address and recommend to send to the General Manager for further action, typically to be forwarded to the Association's attorney. At this time, the property owner will be subject to suspension of voting rights and the ability to use and belong to any of the Association's amenities until compliance requirements are met.
4. The Attorney will initiate the process of obtaining a court order to compel compliance upon receipt of the case.