



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 410-632-1220 and request to speak to the Bays Critical Management Office. County approval must be submitted with this request.

Date: _____

Name: _____ Phone: _____ Email: _____

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): _____

Signature of Owner: _____

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

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.

Revised 01/01/2024

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PROCESS REQUIREMENTS FOR REQUEST FOR TREE REMOVAL

1. The property owner must complete the Request Form.
2. Upon receipt of the signed request, an inspector will visit the property and determine the number of trees requested to be authorized for removal.
3. The inspector will mark the trees authorized for removal using a designated color paint.
4. 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.