



**Greater Bemidji Area  
Joint Planning Board**

**Application for Tree Removal & Preservation**

*Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.*

<b>OFFICE USE ONLY</b>	
Complete Application Rec'd	_____
Payment Rec'd	_____
Field Checked	_____
Zoning District	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

A fee of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

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An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.

➤ **NO TREE REMOVAL SHALL BE ALLOWED PRIOR TO APPROVAL OF A SITE DEVELOPMENT PLAN AND ISSUANCE OF A TREE REMOVAL PERMIT BY THIS OFFICE**

NAME OF APPLICANT: _____	PHONE: _____
MAILING ADDRESS: _____	
SITE ADDRESS: _____	PARCEL: _____
EMAIL: _____	
CONTRACTOR NAME: _____	PHONE: _____
Does your property contain low areas, wetlands, or areas with standing water? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, do you intend to drain, fill or otherwise alter this area for any reason?	
Explain _____	
_____	

**TREE REMOVAL AND PRESERVATION SUMMARY**

Contractor:	Proposed Date of Tree Removal:
Tree Inspector:	Inspection Date:
1. Total Significant Tree Count:	
2. Total High Quality Significant (HQS) Trees:	
3. Number Damaged/Diseased HQS Trees Identified:	
4. Total HQS Trees Minus Damaged/Diseased HQS Trees:	
5. Base Minimum Landscape Standard (BMLS):	
6. Number from 4 above minus BMLS:	
7. Number Of HQS Trees To Be Preserved:	
8. Number Of Trees Required To Be Replaced or Added: (Attach Landscape Plan)	
9. CUP Required to Accommodate Desired Tree Removal?	
10. Requested Final Inspection Date:	
11. Plan For Protecting HQS Trees During Construction:	
12. Comments:	

**TREE PRESERVATION PLAN**

**Tree Preservation Plan**

Please attach a copy of the proposed plan for Tree Removal and Preservation and use a suitable scale. Include:

- Existing and proposed buildings and structures, roads, utilities and easements, public parks and open spaces, lots and blocks, water bodies and wetlands, equipment and material storage areas.
- Location, size, and type (species) of all significant trees (over eight [8] inches in diameter or slow growing trees four (4) inches in diameter)
- Location, size, and type (species) of all significant trees to be lost

**Replacement Trees**

- Replacement trees—identify the location, size, and type (species) of all replacement trees.

**Schedule for Completion of Tree Removal and Preservation**

- Specify with a graphic plan the schedule to remove and replace the trees (replacement trees must be planted within fourteen [14] months.)

**Topographic Map of Site** – (If not a new subdivision/plat, the JPB may waive this requirement.)

**ALL APPLICANTS MUST SIGN BELOW**

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: \_\_\_\_\_ Applicant: \_\_\_\_\_

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

**OFFICE USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Complete Application  Yes  No

**COMPLETED FORMS CAN BE SUBMITTED AT CITY HALL, 317 4<sup>TH</sup> STREET NW, LOWER LEVEL**



**TREE REMOVAL PERMIT REVIEW WORKSHEET**

1. Proposed development use: \_\_\_ Multi Family \_\_\_ Commercial \_\_\_ Industrial \_\_\_ Other
  
2. Does development project contain greater than 1 acre? \_\_\_ Yes \_\_\_ No
  - a) If no, prepare landscape plan in accordance with Section 1006 and submit with building permit/land use site plan.
  - b) If yes, then proceed to item 3 below.
  
3. Determine base minimum landscape standard in accordance with Section 1006.  
Total Site AC: \_\_\_\_\_ SF of pervious: \_\_\_\_\_ Number of Trees Required: \_\_\_\_\_
  
4. Does property contain significant trees? \* \_\_\_ Yes \_\_\_ No
  - a) If no, prepare landscape plan in accordance with Section 1006 and submit with building permit/land use site plan.
  - b) If yes, then continue to item 5 below.

\* **SIGNIFICANT TREE:** Any deciduous or coniferous tree measuring eight (8) caliper inches in diameter or greater, measured at 4.5 feet above ground level of the main stem, and which is not dead or actively infected with a tree killing disease or organism such as, but not limited to: Oak Wilt, Emerald Ash Borer, Dutch Elm Disease; except Bur Oak, Ironwood and similar slow growing trees which are accepted by the Joint Planning Board which may be four (4) caliper inches in diameter or greater.
  
5. Prepare a tree inventory in accordance with Section 1006.
  
6. Does tree inventory identify high quality (HQ) significant trees? \*
  - a.) If no, apply for tree removal permit.
  - b.) If yes, then continue to item 7 below.

\***SIGNIFICANT TREE, HIGH QUALITY:** Any significant tree of the following common indigenous species: American Linden, Ash, Aspen (Large Tooth), Basswood, Black Willow, Birch (except paper) Black Cherry, Cedar, Cottonwood, Dogwood, Elm, Hackberry, Ironwood, Locust, Maple, Oak, Pine (all species except Jack), Spruce, Tamarack, or Walnut and other species which have an approximate minimum life expectancy of forty five (45) years or greater.
  
7. How many HQ significant trees are on the property based upon the inventory? \_\_\_\_\_.
  
8. Compare number of HQ significant trees \_\_\_\_\_ to base minimum landscape standard \_\_\_\_\_.

9. Is the base minimum landscape standard for the property less than the existing number of HQ significant trees identified on the inventory?
  - a) If No, then prepare a site plan and continue to item 10.
  - b) If Yes, continue to item 11.
  
10. Using the site plan, determine if the HQ significant trees can be preserved. Can the BMLS of HQ significant trees be preserved?
  - a) If no, apply for a CUP for tree removal.
  - b) If yes, prepare a landscape protection plan and submit with site plan.
  
11. If base minimum landscape standard is less than the existing number of HQ significant trees, then prepare a tree preservation plan and apply for a tree removal permit in accordance with the requirements of Section 1006.\* Use the worktable below to determine the number of trees to be removed with a permit.

\*Up to 60% of the HQ significant trees in excess of the base minimum landscape standard **may** be removed with a permit. Refer to table for details. All other HQ significant tree removal requires a CUP.

**\*In accordance with Section 1006 Boulevard Trees within the front yard setback may be required. These trees do count towards final BMLS calculation.**

**\*In accordance with Section 1009 Interior Parking Lot greenspace with trees may be reviewed. These trees count toward final BMLS calculation.**

**SIGNIFICANT HIGH QUALITY TREE PRESERVATION TABLE  
(Not Including 1 & 2 Family Dwelling Uses)**

<b>Parcel or Development Size</b>	<b># Existing* High Quality Trees Retained Over Base Landscape Standard</b>	<b># Existing* High Quality Trees Retained Over Base Landscape Standard</b>	<b># Existing* High Quality Trees Retained Over Base Landscape Standard</b>
< 1 Acre	25% or >	40% or >**	60% or >***
> 1 Acre	40% or >	50% or >**	60% or >***

\* For base minimum landscape standard per s. f. of pervious surface, please refer to Section 1006.

\*\*For developments which preserve 50% or more of existing high quality significant trees over and above the base minimum landscape standard, the total maximum allowable impervious surface may be increased by an additional two percent (2%), provided adequate plans for on-site storm water management improvements are approved.

\*\*\*For developments which preserve 60% or more of existing high quality significant trees over and above the base minimum landscape standard, the total maximum allowable impervious surface may be increased by an additional five percent (5%), provided adequate plans for on-site storm water management improvements are approved.