



**Greater Bemidji Area
Joint Planning Board**

**Application for Shoreland Alteration / Tree
Removal Permit**

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.

OFFICE USE ONLY	
Complete App Rec'd	_____
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.

A verification or escrow fee of \$ _____ made payable to the **City of Bemidji** must accompany this application

APPLICANT DATA

NAME OF APPLICANT: _____	PHONE: _____
MAILING ADDRESS: _____	
EMAIL ADDRESS: _____	
SITE ADDRESS: _____	PARCEL: _____
DESIGN PROFESSIONAL: _____	PHONE: _____
FORESTRY PROFESSIONAL: _____	PHONE: _____
CONTRACTOR NAME: _____	PHONE: _____
After-the-fact permit request? <input type="checkbox"/> Yes* <input type="checkbox"/> No	
<i>*Triple the usual permit fee shall apply for any permit obtained after the work or use has been initiated</i>	

TREE & VEGETATION REMOVAL INFORMATION (IF APPLICABLE)

<u>IF REMOVING TREES, fill out the required 'Tree Removal and Preservation Worksheet' attached to this application</u>
Type of vegetation being removed _____
Proposed Tree Removal Date: _____ Date of Initial Inspection / Tree Inventory: _____
Requested Final Inspection Date: _____
Please attach a copy of your proposed plan for vegetation Removal and Preservation and use a suitable scale. Include:
1.Existing and proposed buildings and structures, roads, utilities and easements, water bodies and wetlands
2.Specific location, size, and type (species) of all significant trees, and general location/quantity of other vegetation on site
3.Location, size, and type (species) of all significant trees to be removed, and quantity of all other vegetation removal
Replacement Vegetation
1.Replacement trees—identify the location, size, and type (species) of all replacement trees and other vegetation.
Schedule for Completion of Tree Removal and Preservation
1.Specify with a graphic plan the schedule to remove and replace the vegetation
Topographic Map of Site – (If not a new subdivision/plat, the JPB may waive this requirement.)

SHORELAND/TOPOGRAPHIC ALTERATION INFORMATION (IF APPLICABLE)

Land elevation above high-water mark at affected area is _____ feet

Affected area setback from ordinary high-water mark is _____ feet

Depth of cut (excavation) is _____ feet

Depth of fill is _____ ft Area of fill is _____ sq ft Type of fill is _____

Volume of fill is _____ cubic yards

Total affected area size is _____ feet wide by _____ feet long.

Type of affected area is: Hill Depression Flowage/Swale Wetland Shoreline Ice ridge Other*

*If other, please describe landform type: _____

Slope of affected area averages _____ % but does not exceed _____ %

Attach a copy of the design or excavation plan, showing existing and proposed elevations and materials.

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: _____

Date: _____

OFFICE USE ONLY

Have there been any Variances/Use Permits granted on this property? Yes No Don't Know Attached copies

Erosion Control Permit required by the City of Bemidji? Yes No

Reviewed by _____ Date _____ Complete Application Yes No

COMPLETED FORMS CAN BE SUBMITTED AT 315 5TH STREET NW, SUITE #2, BEMIDJI, MN 56601



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City of Bemidji Northern Township

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SHORELAND ALTERATION PERMIT APPLICATION CHECKLIST

1. **___ Complete application including:**
 - A. Proof of ownership/standing
 - B. Application filled out in complete detail including all signatures
 - C. Application fee

2. **___ Design including: (If applicable)**
 - A. Elevations
 - B. Materials
 - C. Schedule of activity
 - D. Amount of material to be removed
 - E. Amount of material to be placed
 - F. Final landscape plan to include final elevations, slopes, plants, etc...
 - G. Name of Contractor and Contractor's license number
 - H. Access to shoreline

3. **_____ Other documentation identified by staff at time of application.**



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TREE PRESERVATION PLAN: APPLICATION CHECKLIST

1. _____ **Completed application form, with:**
 - A. Application w/ fee
 - B. Proof Ownership/Standing (Deed or Purchase Agreement with contingent sale)
 - C. One (1) digital copy of plans

2. _____ **Site Plan, Including:**
 - A. Existing significant tree inventory & locations
 - B. Significant tree site protection plan
 - C. Proposed tree replacement landscaping plan with planting locations noted
 - D. Tree inventory and replacement worksheet/schedules
 - E. Tree removal and replanting timeline for project

Frequently Asked Questions:

WHEN IS A TREE PERMIT and APPLICATION FOR TREE REMOVAL AND REPLACEMENT REQUIRED?

- Any site plan review, grading permit, minor subdivision or plat where “Tree Removal” is proposed. Tree Removal is defined as: “any excavating, grading, clearing, filling or other earth change or any cutting, which may result in removal or killing more than 10% of the Significant Tree caliper inches on any land within any period of five years.”
- Exclusions - The provisions of this ordinance shall not apply to a commercial nursery in the business of growing and selling trees, or an active tree farm or commercial forest, if managed under a forest stewardship plan. Persons who own and occupy or intend to occupy their own single-family lot shall also be excluded.



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WHAT NEEDS TO BE SHOWN ON THE TREE PRESERVATION PLAN?

The Plan shall show the proposed use and limits of the area that will be affected by any construction or grading. Within those limits the following information shall be provided:

- **Buildings/Structures:** The location of existing and proposed buildings, roads, utilities and easements, public parks and open spaces, lots and blocks, water bodies and wetlands, proposed building pads, equipment, and material storage areas.
- **Topographic Map of Site:** Existing and proposed grading must be indicated by 2-foot contours.
- **Tree Inventory:** The location on the land of all existing Significant Trees. This should be accompanied by a tabular inventory indicating tag number, species, condition, and diameter size. Identify Significant Trees that will be lost due to the proposed activities.
- **Tree Protection:** The Plan must show what will be done to protect existing trees during construction. Trees designated for preservation shall be protected by a snow fence or other means acceptable to the city. The protective measures must protect the entire Critical Root Zone of the trees, unless more protection is warranted due to the proximity of a structure, road or similar obstruction to be part of the development in which case at least 55% of the Critical Root Zone of the tree must be protected.
- **Tree Replacement:** If trees are removed, the property owner may be required to plant new trees. The Plan must show the location, number, type and size of Replacement Trees required to be replaced pursuant to this Chapter (15) and the schedule for completion.

WHO CAN PREPARE A TREE PRESERVATION PLAN?

Tree preservation plans can be prepared by a certified forester, landscape architect, or other persons knowledgeable in forestry practice. Questions concerning qualifications should be directed to JPB staff.

PRESERVING EXISTING TREES

- **Site planning to avoid impacts to trees:** An inventory of existing trees shall be completed. Buildings, driveways and other impervious surfaces, structures, etc. should be located to avoid large trees as much as possible. Grading should minimize cut and fill over tree roots.
- **Protecting trees during construction:** Trees that will be preserved must be protected from damage during construction. The most common method is installing construction fence around the trees that will be saved. Construction fence should be installed at the drip line of the tree or as close to the drip line as possible.



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PLANTING REPLACEMENT TREES

While development designs should save as many trees as possible, it is recognized that some trees may have to be removed. Trees removed for development or reasonably anticipated to be lost due to development shall be replaced by planting that number of trees (“Replacement Trees”) determined in accordance with the Tree Replacement Table. Replacement Trees shall be planted not more than 14 months from the date of issuance of the permit or by such other time allowed by the city. See Ordinance for specific requirements.

SECURITY AGREEMENT and COMPLIANCE

- Initial Development and New Subdivisions: The applicant, prior to the approval of, or issuance of a permit for any activity in connection with which trees are required to be replaced shall enter into a written agreement with the JPB requiring the Applicant to comply with the provisions and conditions imposed in connection with any such approval or issuance of a permit and may be required to provide security in the form of an escrow amount for the performance of its obligations.
- Failure to Obtain Permit: shall cause to deny issuance of a building permit, prohibit continuation of any construction on the property, connection or extension of any utilities on the property or on any adjacent streets, issuance of a Certificate of Occupancy and to require remedial action in accordance with the Ordinance.

FINAL TREE INSPECTION

Upon completion, property owner must request inspection by the JPB and approval of the completed work. JPB Staff or their designee will review the site and determine whether the developer has complied with Ordinances, agreements and site plans.

SUBMITTAL REQUIREMENTS

For any project that requires a Tree Preservation Plan, the following must be submitted to the Greater Bemidji Area Joint Planning Board prior to removal of any trees from commercial sites, multiple family housing projects, plats and PUDs.



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TREE REMOVAL AND PRESERVATION PERMIT - REVIEW WORKSHEET

1. Proposed development:
 - a) Single Family _____
 - b) Multi Family _____
 - c) Non-residential Uses in Residential Districts _____
 - d) Commercial _____
 - e) Industrial _____

2. Determine base minimum landscape standard (BMLS) in accordance with Section 1006 (see tables A, B).
 - (a) Total Site AC: _____
 - (b) Sq. Ft. of pervious surfaces: _____
 - (c) Total length of all street frontages: _____
 - (d) Total Trees Required along Street Frontage (included in item 'e' below): _____
 - (e) Total Number of Trees Required (**BMLS**): _____

TABLE B Base Minimum Landscape Standard	Required Trees in Front Yard Setback (FYSB) of each street frontage		Required Total Number of Trees (Includes trees in FYSB)		
	By Count	By total length of frontage(s)	Property <1 acre	Property between 1-2.99 acres	Property 3 acres or greater
<u>Single and Two Family Uses</u>	2	NA	2 per street frontage	2 per street frontage	2 per street frontage
<u>Multi-Family Uses</u>	NA	1 tree every 30 feet	1 every 600 sq. ft. of required pervious	1 every 900 sq. ft. of required pervious	1 every 1,200 sq. ft. of required pervious
<u>Non-Residential Uses in Residential Districts</u>	NA	1 tree every 50 feet	1 every 800 sq. ft. of required pervious	1 every 1,100 sq. ft. of required pervious	1 every 1,400 sq. ft. of required pervious
<u>Commercial Uses</u>	NA	1 tree every 50 feet	1 every 800 sq. ft. of required pervious	1 every 1,100 sq. ft. of required pervious	1 every 1,400 sq. ft. of required pervious
<u>Industrial Uses</u>	NA	1 tree every 50 feet, or 4 trees minimum for frontage, whichever is less	1 every 1,600 sq. ft. of required pervious	1 every 2,200 sq. ft. of required pervious	1 every 3,800 sq. ft. of required pervious



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TABLE C		
Required Pervious Surface		% of land area
District Name	Code	Required Pervious Surfaces (Greenspace)
Conservation Area	C	85
Rural Area	R-1	75
Suburban Residential	R-2	75
Suburban Residential	R-3	70
Moderate Density Residential	R-4	60/40*
High Density Residential	R-5	60/40*
Multi-Family Residential	R-6	75/30**
Manufactured Housing Park	MH	60
Low Density Commercial	B-1	40
General Commercial	B-2	20
Lake Oriented Commercial	LC	30
Lake Oriented Development	LD	40
All other Shoreland Zones	Shoreland	75
Urban Renaissance	UR	0
Office/Medical	OM	30
University	U	30
Light Industrial	I-1	20
General Industrial	I-2	25
Trunk Highway 197 Overlay	TH	30

* 40% allowed for non-residential uses through an approved Conditional Use Permit

** 30% for lots on municipal water/sewer, 75% for unsewered lots.

3. Does property contain significant trees? * Yes No

* **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.

- a) If **No**, prepare landscape plan in accordance with Section 1006 and submit with building permit/land use permit site plans. WORKSHEET FINISHED
- b) If **Yes**, then continue to step 4 below.



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4. Prepare a tree inventory (tree species, counts, and appx. sizes) in accordance with Section 1006. If any portion of the property is within a Shore Impact Zone (SIZ), a Bluff Impact Zone (BIZ), or in an area of Steep Slopes (SS), create a separate tally for all trees and brush within that zone. Refer to Table C for allowable vegetation removal amounts in those zones.

TABLE C	
Shoreland Zone Vegetation Clearing Standards*	
Vegetation Type	Maximum Allowed Clearing
All trees over 4" diameter at breast height (may or may not be significant trees)	25% of all such trees
All trees below 4" diameter at breast height and all shrubs** (both are considered brush).	50% of all such brush

* These standards shall not be exceeded, except as allowed for forest management per Section 912

**Shrubs may have multiple stems and should be counted in aerial coverage (total sq. ft.)

Tree Count (4" or bigger) in SIZ/BIZ/SS: _____

Shrub area in SIZ/BIZ/SS: _____

Brush count in SIZ/BIZ/SS: _____

Total **Significant Tree** Count for property: _____

5. Does tree inventory identify high quality (HQ) significant trees? * **Yes** **No**
- a.) If **No**, document removal plan that meets **BMLS** and Shoreland Zone Standards, and apply for tree removal permit. WORKSHEET FINISHED
- b.) If **Yes**, then continue to step 6 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.
6. How many HQ significant trees are on the property, based upon the inventory? _____.
7. Compare number of HQ significant trees (from step 6) _____ to **BMLS** (from step 2) _____.
8. Is **BMLS** less than the existing number of HQ significant trees identified on the inventory? **Yes** **No**
- a) If **No**, then prepare a site plan and continue to item 9.
- b) If **Yes**, skip to item 10.



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9. Review possible alternatives to the site plan and determine if the HQ significant trees can be preserved. Can all HQ significant trees be preserved? ___ **Yes** ___ **No**
- a) If **No**, **apply for a Conditional Use Permit for tree removal and attach this worksheet with supporting documents to that application.** Any additional HQ significant tree removal requires a Conditional Use Permit approved by the Joint Planning Board.
- b) If **Yes**, prepare a landscape protection plan, a tree planting plan that meets **BMLS**, and submit both with the site plan. List Number of trees to be planted: _____ WORKSHEET FINISHED
10. 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 in §1006 (see Tables A, B, C). Use the worktable below (Table D) and list the number of trees that you intend to remove with this permit: _____ WORKSHEET FINISHED

TABLE D SIGNIFICANT HIGH QUALITY TREE PRESERVATION TABLE	
(Not Including 1 & 2 Family Dwelling Uses)	
Parcel or Development Size	Existing High Quality Tree Removal Allowed Over Base Minimum Landscape Standard
< 1 Acre	75% or less
> 1 Acre	60% or less

***For developments which preserve fifty percent (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 sixty percent (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.**