



# OCEAN PINES ASSOCIATION, INC.

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

## REQUEST FOR TREE REMOVAL

**PLEASE BE SURE THAT ALL ACCESSMENTS ARE PAID AND UP-TO-DATE OR PERMIT WILL BE DENIED**

*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: \$135.00** (Filing fee: \$35.00 ..... Review/Inspection fee: \$100.00)  
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 11/08/2024

## **REQUEST FOR TREE REMOVAL**

### **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.