

Town of Lynnfield  
Department of  
Planning & Conservation  
55 Summer Street  
Lynnfield, MA 01940  
Tel: (781)334-9490  
town.lynnfield.ma.us



# Tree Preservation Bylaw Permit Application

*Tree Preservation Bylaw*

2/27/2024

Town Use Only

Date Stamped Received

## 1 Property Information

Address:	Parcel ID #:
Zoning District:	Total Land Area:
Present Use:	Lot Frontage:
Proposed Use:	Deed Book & Page #:

## 2 Tree Removal and Mitigation

Number of Trees to be Removed:	Number of Trees to be Planted:
Total inches DBH to be Removed:	Total inches DBH to be Planted:

## 3 Mitigation/Replanting and/or Contribution

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_  
Total inches DBH to be Replanted      Caliper of Tree to be Planted\*      # of Trees to be Planted

\*Each new tree must have a minimum caliper of 2 inches

\_\_\_\_\_ × \$200.00\* = \_\_\_\_\_  
Total inches DBH not Replanted      Tree Fund Mitigation Contribution

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\*cost determined annually by the Tree Warden

## 4 Reviewing Agent Application Review

Conditions of Approval:

Signature of Reviewing Agent

Building Permit:	Review Completion Date:
Certificate of Occupancy or Final Inspection:	Review Completion Date:

2/27/2024

**5 Property Owner/Applicant Information**

The undersigned hereby certifies that he/she has read and examined this application and materials checklist and that the proposed Tree Preservation and Mitigation Plan is accurately represented in this Application and supporting documentation. The undersigned also gives permission to the Reviewing Agent to enter the property for the purpose of tree inspection prior to permit issuance and for replanting compliance inspection after the permit is issued.

**Property Owner Name(s):**

Address:

Phone:

E-Mail:

Signature:

Date:

**Applicant Name(s):**

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant is: ☐ Owner ☐ Tenant ☐ Agent/Attorney ☐ Purchaser**6 Qualified Professionals**

Your Tree Preservation and Mitigation Plan must be prepared by qualified professionals (a Registered Land Surveyor together with a Certified Arborist or a Registered Landscape Architect).

**Registered Land Surveyor:**

Address:

Phone:

E-Mail:

Signature:

Date:

Registration Number:

**Certified Arborist:**

Address:

Phone:

E-Mail:

Signature:

Date:

Certificate Number:

**Registered Landscape Architect:**

Address:

Phone:

E-Mail:

Signature:

Date:

Registration Number:

**Information to be submitted with Application**

☐ **Application Fee:** \$100.00 Cash or check payable to the Town of Lynnfield.

☐ **Tree Preservation and Mitigation Plan (electronic and printed copies):**

- Plan may be part of a landscape plan, or a separate document that shows the location and size of Protected Trees on the property.
- Plan must be prepared by qualified professionals (a Registered Land Surveyor together with a Certified Arborist or a Registered Landscape Architect), and include the stamp (if applicable), professional certification number, date and signature of all professionals involved in its preparation.
- Plan must be drawn to a uniform scale (preferably 1" = 10', 1" = 20', or 1" = 30'). All plans shall be a minimum size of 11" x 17" (preferred) and a maximum size of 24" x 36", with 3/4" borders. Letter sizes on plans should be no smaller than 1/8".
- Plan needs to include the following elements:
  - Boundaries of the property, including all property lines, easements, and public and private rights-of-way.
  - The property's Tree Border designation and the location of the applicable setbacks from the lot line per Table 1. Location of the Tree Border in each zoning district, found in §225-2 of the Tree Preservation Bylaw.
  - The location of all existing buildings, driveways, retaining walls and other improvements, and the features to be retained, removed or demolished.
  - The location of all planned buildings, driveways, retaining walls and other improvements.
  - Proposed changes in grade.
  - An inventory of all Protected Trees including those that were removed within twelve (12) months prior to application. Your plan must note tree locations graphically on the plan, and provide a key to distinguish the species, trees previously removed, and existing individual trees to be retained and/or removed.
  - For each Protected Tree to be retained that resides within the vicinity of work, the Tree Save Area (as defined in §225-13) must be depicted on the plan and shall include at minimum the critical route zone "CRZ" represented by a circle centering on the tree's trunk and extending outward towards the Tree's dripline.
  - Any applicant claiming hazardous tree designation(s) must include with this application documentation completed by a certified arborist substantiating said designation(s).