**CHANCERY SQUARE**

**TREE REMOVAL PROCESS**

1. The City of Fairfax has been declared a “Tree City USA” since 1998 by Arbor Day Foundation in cooperation with the USDA Forest Service.
2. In accordance with the Chancery Square Declaration of Covenants, Conditions, and Restrictions, Policy Resolution No. 9, *“any tree that is located on a Lot remains the property of the Lot Owner. Any damage caused by such a tree will be the responsibility of the Owner, including the removal of the tree.”*
3. Should a Homeowner wish to have a tree on their property removed; e.g., Zelkova, they must consult with the Chancery Square Tree Committee to discuss the purpose of the removal. It is recommended that photos of the tree be provided to the Tree Committee who will inspect the tree to determine if the request is warranted.
4. The Homeowner shall inform the Architectural Covenants Committee (ACC) of their request to remove the tree along with the findings of the Tree Committee. An “Application for Exterior Modification” shall be submitted to the ACC, along with photos of the tree.
5. The Homeowner shall contact the City of Fairfax to obtain a permit to remove the tree. Once received, the Homeowner shall provide a copy to the ACC who will review the Homeowners application.
6. Upon ACC approval, the Homeowner may remove the tree. The stub of the tree must be removed/grind out.
7. The Homeowner shall replant a tree in the same location of the removed tree. If this causes a conflict with a water/sewer meter, or any other conflicts such as with water/plumbing pipes, an assessment by the Fairfax Water, in writing, shall be provided the ACC.
8. If a new tree cannot be planted in the same vicinity, the applicant and the HOA, in coordination with the Tree Committee, shall select a donor site within the Chancery Square community.
9. The Homeowner shall consult with the Tree Community for a list of approved trees to be planted either on their property or at the donation site.
10. A new tree shall be planted, as appropriate, within 60-days of the removal of the original tree.
11. The Homeowner is responsible for all expenses associated with obtaining permits, removing the existing tree, removal of the stump, purchasing a new tree, planting a new tree, and any other expenses pertaining to the project of removing/replanting a tree.

Alice Lippert

Chairperson, Tree Committee

18 August 2021