

# ACC Permit Application for Tree Removal

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A permit application is required for any and all tree removal. A permit application must be submitted to the ACC for review and approved by the GPOA Board prior to the commencement of any on-site work. These Policy and Guidelines apply to Tree Removal, where permitted, by the current Covenants, Policies, and Guidelines.

The Tree Removal Policies and Guidelines were adopted and approved on August 18, 2021 and supersede all previous Policies and Guidelines for tree removal.

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## Definitions:

For purpose of the Greenbrier Covenants, Policies, and Guidelines the following definitions are written for the specific applications within Greenbrier:

### A. Plot:

A plot is a map of a piece of land used for a single purpose, such as a home. A plot plan is a survey map done by a Licensed Land Surveyor. Information on a plot plan includes, but is not limited to, property lines with bearings and distances, pins at property corners, lot number, adjacent lot numbers, lot acreage, outline of existing building(s) with distances to property lines, location of driveway, sidewalks, patios, decks, exterior steps, utility and drainage easements, building setback lines, street names with centerlines.

### B. Plat:

A plat is a map of a land area, usually on the scale of a subdivision. A plat map is a collection of plots that make up a subdivision. Information on a plat plan includes, but is not limited to, streets with centerlines and ROW (right-of-way) widths, lot number, lot square footage, house number, lot dimensions, buffer zones, wetlands, drainage easements, utility easements. Copies of plat maps can be obtained from Register of Deeds or online at Craven County GIS.

### C. Site Plan:

A site plan is a to-scale map of a piece of property based on a survey and includes certain other information obtained from a Plat and a Plot with additional information specific to an application for a Permit (e.g., the location of proposed tree removal, proposed addition, proposed fence, proposed parking pad).

### D. Synonymous Terms:

For the purpose of this document the terms “dwelling”, “residence”, “home”, “house” are used interchangeably. For the purpose of this document the terms “property owner”, “homeowner” are used interchangeably.

## Policy and Guidelines:

### A. General:

The intent of the developer of Greenbrier was to create and maintain an urban forest concept and wooded looking streetscape. It is the intention of the Greenbrier Property Owners Association to continue the developer’s policy that as many trees as possible remain on the lots. It is the responsibility of each individual property owner to abide by the published tree policy, which states:

“No living tree having a diameter of six (6”) inches at a height of twelve (12”) inches above the ground may be cut on any lot subject to these restrictions, without the prior written consent of the Board of Directors, except such trees as may be growing in the area upon which the residence is to be built or within ten (10’) feet of that area.”

Property owners in Greenbrier shall preserve the mature forest concept of the community as intended by the covenants. Tree removal in Greenbrier means thinning, not stripping the land or eliminating whole stands of trees, except as necessary for building purposes or removal of diseased or dead trees. Clear-cutting (removal of all trees in a row or grove) is not be permitted on the perimeter of any lot. Keeping and replacing trees around the perimeter of your lot is the primary emphasis. Dead or diseased trees must be removed from your lot in a

timely manner following review by the ACC and approval by the GPOA Board. This applies to all lots whether vacant, owner-occupied or rental properties.

Criteria for approval include consideration of sun filtering, the overall urban forest concept, wooded looking streetscape, and privacy screening on surrounding neighbors. Consideration will be given to the size, location, and condition of your trees, as well as, the effect of their removal on neighboring lots.

Access to the lot for any tree removal or lot clearing must not interfere with road drainage or contaminate the roadbed. Any damage to the curb or street is the responsibility of the contractor and homeowner. All debris from any tree removal or lot clearing activity must be hauled away. Burying or burning of debris is not permitted. Any and all contractor or subcontractor signs must meet the Greenbrier sign guidelines.

A minimum of twenty five percent (25%) of trees removed from a lot are to be planted on the property with new trees or evergreen shrubbery, a minimum of one (1) tree or shrub is required. There are no specific requirements for species or height.

Examples of trees that can be used include, but are not limited to: pines, crape myrtles, maples, oaks, dogwoods, cedars, and magnolias.

Examples of evergreen shrubbery that can be used include, but are not limited to: arborvitae, cypress, gardenias, hollies, azaleas, junipers, and camellias.

#### B. Site Visit by the ACC:

Prior to the preparation of a site plan for the permit application and an on-site visit by an ACC representative the property owner is to flag each tree to be considered for removal. Trees larger than six (6") inches in diameter at height of twelve (12") inches above the ground require ACC review and GPOA Board approval prior to removal. Trees six (6") inches in diameter and smaller may be removed at the discretion of the homeowner. Clear-cutting (removal of all trees in a row or grove) is not permitted on any lot.

#### C. Site Plan:

A simplified site plan shall be submitted showing all property lines, streets, location of existing buildings, driveway, and wetlands (if applicable). Show the location of all trees proposed to be removed.

#### D. Insurance:

It is strongly advised that the homeowner obtain a Certificate of Insurance from the contractor prior to the commencement of any on-site work. It is also advised that the homeowner verify liability coverage in their Home Owners Insurance Policy.

# Tree Removal Pre-Application Inspection

Date \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Section#: \_\_\_\_\_ Lot#: \_\_\_\_\_

Homeowner to complete the following:

Homeowner is to flag each tree to be considered for removal. Tree removal is NOT permitted without ACC review and GPOA Board approval prior to removal.

Upon the completion of the flagging of trees, homeowner to contact the Architectural and Covenant Committee (ACC) for an on-site inspection and review.

This section to be completed by ACC Representative:

Trees flagged.

Y  N

Number of trees to be removed: \_\_\_\_\_

Reason(s) for request to remove tree(s):

## Note:

Tree removal is NOT permitted without prior review by the ACC and GPOA Board approval.

A minimum of twenty five percent (25%) of trees removed from a lot are to be planted on the property with new trees or evergreen shrubbery, a minimum of one (1) tree or shrub is required. There are no specific requirements for species or height.

Examples of trees that can be used include, but are not limited to: pines, crape myrtles, maples, oaks, dogwoods, cedars, and magnolias.

Examples of evergreen shrubbery that can be used include, but are not limited to: arborvitae, cypress, gardenias, hollies, azaleas, junipers, and camellias.

\_\_\_\_\_  
ACC Reviewing Member (print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

# Permit Application for Tree Removal

Date \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Section#: \_\_\_\_\_ Lot#: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Submit two (2) copies of the completed application along with required drawings to an ACC Member, GPOA Member, drop off at the GPOA mailbox at The Emerald, or mail to:

Greenbrier Property Owners Association  
Attn: ACC Committee  
P.O. Box 13943  
New Bern, NC 28561

One (1) set of all documents will be retained by the Architectural and Covenant Committee (ACC) and one (1) set will be initialed and returned to the property owner after the GPOA approves/denies the application.

Reason(s) for request to remove tree(s):

Number of trees to be removed: \_\_\_\_\_

Species of tree(s) to be removed:

Number of trees remaining: \_\_\_\_\_

A minimum of twenty five percent (25%) of trees removed from a lot are to be planted on the property with new trees or evergreen shrubbery, a minimum of one (1) tree or shrub is required. There are no specific requirements for species or height.

Examples of trees that can be used include, but are not limited to: pines, crape myrtles, maples, oaks, dogwoods, cedars, and magnolias.

Examples of evergreen shrubbery that can be used include, but are not limited to: arborvitae, cypress, gardenias, hollies, azaleas, junipers, and camellias.

Number of new trees or shrubs to be planted: \_\_\_\_\_

Required documents to be submitted with permit application:

Site Plan (see Policy and Guidelines)

A simplified site plan shall be submitted showing all property lines, streets, location of existing buildings, driveway, and wetlands (if applicable). Show the location of all trees proposed to be removed.

**Notifications:**

The homeowner is to notify adjacent property owners of this proposed permit application.

Adjacent Property Owner #1 - Name & Address (print)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

Adjacent Property Owner #2 - Name & Address (print)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

**Note:**

Any changes to the application will require re-submission of a revised application and a separate review process.

Please plan ahead as it could take 30 days from the time that a **COMPLETE** application is submitted and accepted by the ACC for review and GPOA Board Approval/Denial.

Tree removal is NOT permitted without prior ACC review and GPOA Board approval.

It is recommended that stump grinding is included in the work for all trees.

An approved permit application is valid for a period of one year from the date of GPOA Board approval. If an extended period of time is required, the ACC must be notified and the GPOA Board must approve.

# Permit Application Checklist for Tree Removal

This section to be completed by ACC Representative:

Date: \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Section#: \_\_\_\_\_ Lot#: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Site Plan:

Site plan submitted as part of application (required).

Y  N

Property line shown on site plan.

Y  N

Street(s) shown on site plan.

Y  N

Existing buildings shown on site plan.

Y  N

Driveway shown on site plan.

Y  N

Wetlands shown on site plan (if applicable).

Y  N  n/a

Trees proposed to be removed shown on site plan.

Y  N

Number of new trees and shrubs to be planted shown on permit application.

Y  N

\_\_\_\_\_  
ACC Reviewing Member (print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

# Tree Removal Permit Application Approval / Denial

For ACC & GPOA Board Use Only

Date: \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Date addition and conversion permit application received by ACC: \_\_\_\_\_

Information in permit application is complete:  Y  N  
If "no" explain:

Date incomplete permit application returned to homeowner: \_\_\_\_\_

Date tree removal permit application re-submitted by homeowner and received by ACC: \_\_\_\_\_

Information in re-submitted permit application is complete:  Y  N

ACC initial review date: \_\_\_\_\_

ACC resubmission review date: (if required) \_\_\_\_\_

ACC reviewing member: \_\_\_\_\_  
(print)

ACC reviewing member: \_\_\_\_\_  
(print)

Date tree removal permit application, with ACC recommendation, received by GPOA: \_\_\_\_\_

ACC recommendation: Date: \_\_\_\_\_  **APPROVE**  **DENY**

GPOA: Date: \_\_\_\_\_  **APPROVED**  **DENIED**

\_\_\_\_\_  
GPOA Board Member (print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date