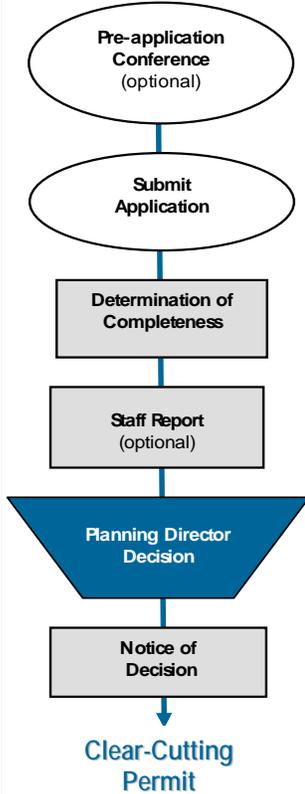




# Clear-Cutting Permit Review Process



## Contact Information

Currituck County  
Planning and Community Development  
153 Courthouse Road, Suite 110  
Currituck, NC 27929

Phone: 252.232.3055  
Fax: 252.232.3026

Website: <http://www.co.currituck.nc.us/planning-community-development.cfm>

## Step 1: Application Submittal and Acceptance

A clear-cutting permit is required if all or the majority of existing trees on a lot or site are harvested, cleared, or removed for development and is not in coordination with any other specific permit as required by the Unified Development Ordinance (UDO). The applicant must submit a complete application packet consisting of the following:

- Completed Currituck County Clear-Cutting Application.
- Application Fee (\$50)
- Site plan drawn to scale. The plan shall include the items listed in the clear-cutting design standards checklist.
- Number of Copies Submitted:
  - 3 Copy of the site plan
  - 3 Copy of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents.

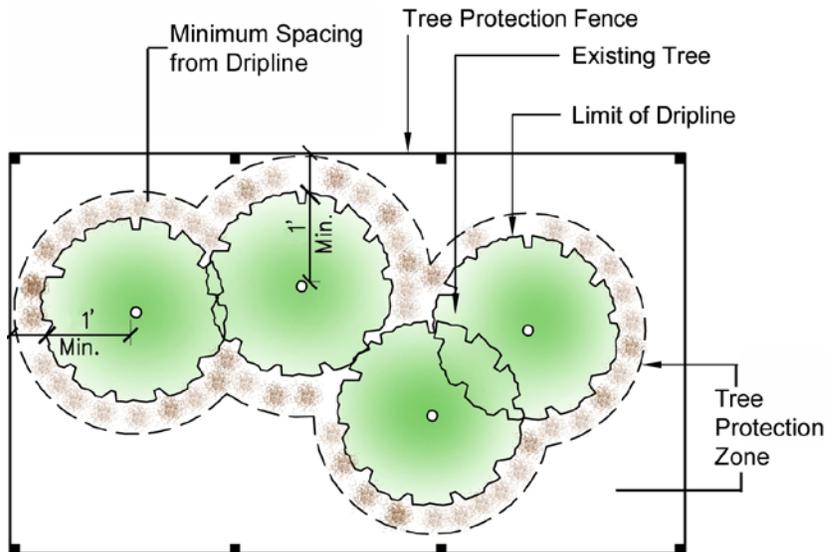
On receiving an application, staff shall, within ten business days, determine whether the application is complete or incomplete. A complete application contains all the information and materials listed above, and is in sufficient detail to evaluate and determine whether it complies with appropriate review standards. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Failure to resubmit a complete application within 45 calendar days after being determined incomplete will result in the application being considered withdrawn.

## Step 2: Staff Review and Action

Once an application is determined complete, staff shall distribute it to all appropriate staff and review agencies. After review, staff shall decide to approve, approve subject to conditions, or disapprove the application based on the following review standards:

- All healthy heritage trees<sup>1</sup> within the site are preserved or maintained during and after any tree removal or other land-disturbing activity, or a plan for mitigation has been approved by staff consistent with the following requirements:
  - Each healthy heritage tree removed or destroyed shall be replaced by replacement trees with a cumulative caliper measurement that equals or exceeds one-half the diameter of the heritage tree(s) removed. Each replacement tree shall be at least two inches in caliper at the time of planting and be replanted within 12 months of the removal or destruction of the heritage tree(s). At least one-half of the cumulative caliper inches of the replacement trees shall be of the same species as the heritage trees removed.
  - Replacement trees shall be either planted on the parcel of land from which the heritage tree(s) was removed, if sufficient space is available, or place on nearby lands in accordance with Section 5.2.9, Alternative Landscape Plan, of the Unified Development Ordinance (UDO).

- Replacement trees shall be maintained through an establishment period of at least three years. The applicant shall guarantee the survival and health of all replacement trees during the establishment period and guarantee any associated replacement costs through a performance guarantee (see Section 6.3 of the UDO). If the replacement trees do not survive the establishment period, the applicant shall purchase and install new replacement trees.
- A tree protection zone around all heritage trees to be preserved is established consistent with the following requirements:
  - The tree protection zone shall be demarcated on the site plan.
  - The tree protection zone shall incorporate the root zones and driplines of all heritage trees to be retained.
  - Heritage trees shall not be cut, removed, pushed over, killed, or otherwise harmed.
  - The area within the dripline of any heritage tree shall not be subject to soil compaction greater than 25 percent of the total area within the dripline, or within 12 feet of the tree trunk.
- In the event a tract or site proposed for tree removal or other land-disturbing activity contains no heritage trees, the clear cutting permit shall indicate that no tree protection zones are required.



1”Heritage trees” shall include all existing Live Oak (*Quercus Virginiana*) with a diameter at breast height (DBH) of 12 inches or greater, as well as all other existing trees with a DBH of 24 inches or greater. The following trees, regardless of size, shall not be considered heritage trees: southern yellow pine, bradford pear, mulberry, sweet gum, and silver maple.



# Clear-Cutting Permit Application

**OFFICIAL USE ONLY:**

Case Number: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Gate Keeper: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

**Contact Information**

**APPLICANT:**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

**Property Information**

Physical Street Address: \_\_\_\_\_

Location: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Total Parcel(s) Acreage: \_\_\_\_\_

Existing Land Use of Property: \_\_\_\_\_

Proposed Land Use of Property: \_\_\_\_\_

**Request**

Proposed Land Disturbance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Area of Disturbance: \_\_\_\_\_ Number of Heritage Trees: \_\_\_\_\_

I hereby authorize county officials to enter my property for purposes of determining compliance with all applicable standards. All information submitted and required as part of this process shall become public record.

\_\_\_\_\_  
Property Owner(s)/Applicant\*

\_\_\_\_\_  
Date

**\*NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.**

### Clear-Cutting Permit Design Standards and Submittal Checklist

The table below depicts the design standards of the site plan for a clear-cutting application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

## Clear-Cutting Permit Site Plan Design Standards and Submittal Checklist

Date Received: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

Clear Cutting Permit Design Standards Checklist	
1	Property owner name, address, phone number, and e-mail address.
2	Site address and parcel identification number.
3	A scaled drawing showing existing boundary lines, total acreage, location of streets, rights-of-way, and easements.
4	North arrow and scale to be 1" = 100' or larger.
5	Approximate location of the following existing items within the area of the property to be disturbed: Pathways, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries.
6	Location of heritage trees, tree protection zones, and any proposed fencing or walls.
7	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.

### Clear-Cutting Permit Submittal Checklist

Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

Clear-Cutting Submittal Permit Checklist	
1	Complete Clear-Cutting application
2	Application fee (\$50)
3	Site Plan
5	3 copies of plans
6	3 hard copies of ALL documents
7	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)

### For Staff Only

#### Pre-application Conference (optional)

Pre-application Conference was held on \_\_\_\_\_ and the following people were present:

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

#### Comments

\_\_\_\_\_