TOWN OF AWENDAW

6971 Doar Road | P.O. Box 520 | Awendaw, SC 29429

843.928.3100 | www.townofawendawsc.org

townadministrator@townofawendawsc.org

Katharine Watkins | *Town Administrator*

Takeya White | *Clerk*

Town of Awendaw
South Carolina
SETTLED 1696

Chris Crolley | *Mayor*

Town Council

Paul Brown | Wendy Helms

Grace Gasper | Rodney Porcher

Kent Prause | John Timmons

Town of Awendaw Tree Preservation Sub-Committee Meeting
Monday, October 12th, 2026
2:00 PM

A. Call to Order and Roll Call
B. Prayer, Pledge of Allegiance & Reading of the Civility Pledge
C. Approval of October 12th, 2026, Tree Preservation Sub-Committee Agenda
D. Approval of July 22nd Meeting Minutes
E. Public Comments –

The public comment period will be limited to a total of 30 minutes. Each speaker will have up to 3 minutes. No individual may speak more than once until all others wishing to comment have had an opportunity.

F. New Business –

a. **Ordinance 2026-04 - AN ORDINANCE TO AMEND CHAPTER 153, ZONING CODE, TREE PRESERVATION REQUIREMENTS DIVISION, SUBSECTION 153.195 AND 153.198, TO RESTRUCTURE THE REVIEW, MITIGATION, AND SITE RENTION PROCESS FOR THE REMOVAL OF PROTECTED TREES.**

G. Confirmation of Next Meeting Date -
H. Closing Remarks –
I. Adjournment

IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT, THE PRINT MEDIA WERE DULY NOTIFIED, ALONG WITH A HARD COPY POSTED AT CITY HALL. ● SHOULD YOU HAVE QUESTIONS OR COMMENTS, PLEASE CONTACT PLANNING AT (843) 931-8125.

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Town of Awendaw Tree Preservation Sub-Committee DRAFT MINUTES

Wednesday, July 22nd, 2026

3:00 PM

Awendaw Town Hall

DRAFT

A. Prayer, Pledge of Allegiance & Reading of the Civility Pledge

Town Clerk Takeya White opened the meeting and led the assembly with the "The Lord's Prayer." The Pledge of Allegiance was recited by all assembled, followed by a reading of the Civility Pledge.

B. Call to Order and Roll Call

Town Clerk Takeya White called the meeting to order and conducted roll call.

Present: Planning Manager Dan O'Hara, Mr. John Brubaker, Councilwoman Grace Gasper along with staff, Town Administrator Ms. Katharine Watkins and Town Clerk Takeya White

C. Appointment of Chair

The floor was opened for nominations for committee chair. **[Time Stamp: 2:08/1:09:20]**

> **Motion: To open the floor for nominations for committee chair posed by Committee member John Brubaker and seconded by Committee member Gasper.**
> **Discussion: None**
> **Vote: The motion passed unanimously (Aye)**

In discussion, Committee member gasper asked if any member was interested in taking on the role. Committee Member John Brubaker volunteered to serve in the role, and the nomination was accepted.

> **Motion: To appoint John Brubaker as Chair of the Tree Preservation Sub-Committee was made by Committee Member Grace Gasper and seconded by Planning Manager O'Hara.**
> **Discussion: None**
> **Vote: The motion passed unanimously (Aye)**

D. Appointment of Vice-Chair

The floor was opened for nominations for Vice-Chair.

> **Motion: To appoint Grace Gasper as Vice-Chair of the Tree Preservation Sub-Committee was made by Planning Manager O'Hara and seconded by Chairman John Brubaker.**

Discussion: None
Vote: The motion passed unanimously (Aye)

E. Adoption of Rules of Procedures

The committee discussed the adoption of a standard procedural framework. It was agreed that the most current edition of Robert's Rules of Order would serve as the guiding framework for committee business.

Motion: To adopt the most current version of Robert's Rules of Order to guide all Tree Preservation Sub-committee proceedings was made by Vice-Chairman Gasper and seconded by Planning Manager O'Hara.
Discussion: None
Vote: The motion passed unanimously. (Aye)

F. Public Comments –

The public comment period will be limited to a total of 25 minutes. Each speaker will have up to 2 minutes. No individual may speak more than once until all others wishing to comment have had an opportunity.

1. **Lynn Vicary of 8470 Doar Road**

   Ms. Vicary addressed the committee regarding tree preservation challenges on smaller vested lots, specifically referencing development occurring along South Doar Road. She noted that some of those vested lots are as small as 9,068 square feet, with a maximum home coverage of 25 percent. She described consulting a Clemson-trained landscape architect, who concluded that, given the constraints of the lot footprint, hardpan surfaces, septic systems, and foundation clearance requirements, there were effectively no native trees suitable for planting on such a lot. Ms. Vicary urged the committee to consider not just tree mitigation in isolation, but the integral role of the tree canopy in defining the character and livability of Lowcountry communities—particularly as smaller, nonconforming lots are developed.

Chair John Brubaker responded directly to Ms. Vicary's concerns, affirming that her point was well taken. He noted that many tree species indigenous to the area possess deep root systems that do not pose a threat to septic drain fields and indicated his intention to ensure the ordinance identifies and promotes those species. He also expressed concern about the practice of designing structures for lots without first determining whether the infrastructure—septic, foundation, and landscaping—could be adequately accommodated, emphasizing the need for more front-end responsibility placed on purchasers and developers.

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G. New Business – [Time Stamp: 13:25/1:09:20]

a. An Ordinance to Amend Chapter 153, Zoning Code, Tree Preservation Requirements Division, Subsections 153.195 and 153.196, to Restructure the Review, Mitigation, and Site Retention Process for the Removal of Protected Trees.

Chair John Brubaker and Vice-Chair Grace Gasper opened a substantive working discussion on the current state of the draft tree preservation ordinance. The committee had before it two primary versions: the First Reading version (Appendix 2026-04-01), which incorporated staff and Town Council edits, and the Planning Commission recommendations, which further developed the draft and drew significantly from Mount Pleasant's tree ordinance, including a mitigation table recommended by an arborist.

Planning Manager O'Hara provided context for both versions. He explained that staff edits were originally proposed after recognizing deficiencies in the current ordinance that were not preserving trees as intended, and that the Planning Commission subsequently built upon that work in a direction more aligned with Charleston County's ordinance. He noted that the mitigation table, borrowed from Mount Pleasant, had generated some confusion, and acknowledged that moving toward a defined list of preferred native species—rather than leaving replacement tree selection entirely open—was a direction he could support.

Vice-Chair Grace Gasper stressed the importance of simplicity and clarity, expressing concern that the ordinance could become unnecessarily cumbersome for residents without the resources to hire specialized professionals. She emphasized that the goal should be to protect Awendaw's native canopy and rural character, using a "right plant, right place" philosophy rather than framing the issue strictly as urban versus rural development standards. She also raised the need for significantly stronger violation penalties, noting that monetary fines alone are unlikely to deter developers, and referencing language from another jurisdiction that suspends building permits upon violation as a more effective deterrent.

Chair John Brubaker expressed a strong preference for replacing the current mitigation calculation table entirely, claiming it was counterproductive, and proposed instead a system that awards credit for on-site retention of appropriate native species—verified against established ecological criteria. He referenced *The Natural Communities of South Carolina* by John Nelson as a practical, accessible framework for identifying the natural community type present on a given site and selecting ecologically appropriate plantings. He noted that this text is designed to be used by laypersons and could be meaningfully incorporated into the ordinance as a reference standard. He expressed his intent to redraft the ordinance language section by section and bring it to the committee for review at the next meeting.

Planning Manager O'Hara highlighted several additional priorities: ensuring tree protection barriers for root systems are codified (a standard present in Charleston County and Mount Pleasant but absent from Awendaw's current code); addressing tree removal within designated setbacks and buffers, which he proposed should be prohibited outright; and differentiating between the two development patterns actively occurring in town—suburban-style subdivision development and rural residential—to ensure that appropriate standards are applied in each context. He noted that Georgetown County's ordinance includes distinct rural and urban standards with identified boundaries, and that a similar approach could be considered for Awendaw.

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Town Clerk Takeya White weighed in from a regulatory and compliance perspective, emphasizing the need for the final ordinance to be specific enough to provide clear enforcement authority, while not becoming so complex as to be unworkable in practice. She expressed a preference for building on the First Reading version rather than the Planning Commission version, finding the latter's detail level more prone to implementation confusion. She strongly advocated for community education as a precondition for successful enforcement, suggesting that a public workshop—potentially a "tree preservation day" or "species day"—could build community buy-in before the ordinance takes effect and draw on the knowledge of long-term residents familiar with the local landscape.

Planning Manager O'Hara also noted that a tree canopy study had been conducted in town in recent years and is referenced in the Comprehensive Plan (*Tree Canopy Study was done in 2022 - TW*); he indicated the hard copy may be available in the Town office and agreed to locate and share it with the committee. He additionally raised the concept of developing separate subdivision standards in the land development regulations to address tree preservation requirements specific to subdivision activity, complementing the broader zoning code provisions that would apply to all property owners.

Vice-Chair Grace Gasper noted that Sullivan's Island operates a tree mitigation fund in which removal of invasive species earns mitigation credit and suggested a similar incentive structure could encourage proactive stewardship in Awendaw. She also mentioned that the Sullivan's Island resilience coordinator had shared a list of preferred native species and offered to make that available to the committee. She and Town Clerk Takeya White both highlighted the potential value of resources from Clemson Extension, Audubon, and the Lowcountry Land Trust in producing accessible, locally relevant planting guides.

The committee agreed on the following path forward:

Chair John Brubaker will prepare a section-by-section redraft of the First Reading version (Appendix 2026-04-01), proposing edits where he finds the existing language insufficient or in need of replacement. That draft will be circulated to committee members and staff prior to the next meeting for review and discussion.

H. Confirmation of Next Meeting Date - [Time Stamp: 1:05:59/1:09:20]

The committee discussed scheduling the next meeting during the week of August 17th. Vice-Chair Grace Gasper indicated she would confirm her availability upon reviewing her calendar and would communicate available dates to Town Clerk Takeya White, who would then notify all members and ensure the meeting is properly publicized. No conflicts were identified by Chair John Brubaker or Planning Manager O'Hara for that week.

Assigned Action Items: (No formal motions were made)

Action Item: *Vice-Chair Grace Gasper to email available dates for the week of August 17th to Town Clerk Takeya White, who will coordinate and publicize the next meeting date.*

Action Item: *Chair John Brubaker to prepare a section-by-section redraft of the First Reading version (Appendix 2026-04-01) for committee review prior to the next meeting.*

Action Item: *Planning Manager O'Hara to locate the town's tree canopy study and share it with committee members, and to reach out to Audubon, Clemson Extension, and Lowcountry Land Trust for relevant native species maps and planting guides.*

I. Closing Remarks –

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There were none.

J. Adjournment – [Time Stamp: 1:08:53/1:09:20]

Motion: To adjourn
1st: Vice Chair Gasper, 2nd Chairman Brubaker
Discussion: None
Vote: Unanimous approval

The meeting adjourned at 4:10 pm

DRAFT Minutes Respectfully Submitted on Thursday, August 27th, 2026, by Takeya White

Final Approval Date: _____ Electronic Signature: _____

Note: These meeting minutes are not verbatim. To watch the full meeting video, please visit the town's YouTube channel: https://www.youtube.com/@TownOfAwendaw

Notice of Meeting: In accordance with the SC Code of Laws, 1976, Section 30-4-80(d), as amended, the following have been notified of the time, date, place, and agenda of this meeting. The agenda was posted on the bulletin board at Town Hall prior to the meeting.

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ORDINANCE NO. 2026-04

AN ORDINANCE TO AMEND CHAPTER 153, ZONING CODE, TREE PRESERVATION REQUIREMENTS DIVISION, SUBSECTION 153.195 AND 153.196, TO RESTRUCTURE THE REVIEW, MITIGATION, AND SITE RENTION PROCESS FOR THE REMOVAL OF PROTECTED TREES.

WHEREAS, the Town Council wishes to strengthen the preservation of trees within the Town of Awendaw.

NOW, THEREFORE**,** be it Ordered and Ordained by the Council of the Town of Awendaw, S. C. that Article 7.1, Tree Preservation Requirements of the Code of the Town of Awendaw, South Carolina, shall be repealed and replaced as follows:

Section 153.195 Significant Tree Protection.

A) No hardwood trees ~~(excluding gums and water oaks)~~ which are twelve - inch diameter breast height (12" DBH) or larger in size are to be damaged, destroyed, or removed from any property.

B) No pines or other softwood trees that are over 24-inch diameter breast height (24" DBH) or larger in size are to be damaged, destroyed, or removed from any property.
   a. Exceptions to this include trees grown for farming activities.

C) All site plans for any new development shall include a tree survey depicting all Protected Trees (as defined in Sections A and B above).

D) ~~Additionally,~~ Protected trees (as defined in Sections A and B above) may be removed by utilities ~~which are~~ if exempted from these regulations by State law.

E) ~~If compliance with tree preservation requirements presents a hardship~~ If the conditions of this section present a hardship, a person must submit a zoning permit application to the Zoning Administrator. ~~a permit for tree removal may be granted must be applied for~~. ~~when~~ The Zoning Administrator or their designee ~~determines that any of the following conditions exist~~ may grant a zoning permit based on the following factors:
   a. Trees are diseased, dead or dying;
   b. Trees pose a safety hazard to nearby buildings, or pedestrian or vehicular traffic;
   c. Trees prevent essential grade changes or all reasonable utility installations;
   d. Trees prevent all reasonable site configurations;
   e. Trees are within the footprint of a proposed residential structure or septic field, as shown on a site plan;
   f. Removal of trees is the only reasonable means by which building, zoning, subdivision, health, public safety, or other Town requirements can be met.

F) If none of the above conditions are deemed to be met by the Zoning Administrator or their designee, ~~removal of such trees~~ a tree mitigation plan must be ~~mitigated by~~ submitted and approved by the Zoning Administrator or their designee before any tree removal can take place. ~~a mitigation plan of replacement trees~~
   a. The tree mitigation plan shall replace the total DBH inches lost on a one-inch-for-one inch-basis with no replacement tree being less than 2-inch DBH.
      i. Where difficulty in replacing the total DBH of inches lost is approved by the Zoning Administrator or their designee, the applicant may pay a tree replacement fee of $100 per DBH inch of significant hardwoods and $50 per DBH of softwoods.
      ii. If trees are clearcut for farming or timbering, the land may not be used for development for eight (8) years following the removal of trees.

b. If trees are removed without an approved permit and or mitigation plan, the cost of tree replacement will be increased to $200 per DBH inch of significant hardwoods and softwoods.

Section 153.196 Minimum Amount of Protected/Replacement Trees for All ~~office/commercial/industrial~~ sites.

(A) ~~For office, commercial or industrial sites,a~~ A minimum of ~~20~~ 160 caliper inches of trees per acre are required to be retained or planted, with the minimum tree size being two and one-half caliper inches.

(B) The owner or developer is ~~encouraged~~ required to retain existing trees on the site to the maximum extent possible, as determined during the development approval process, in lieu of replanting.

(C) If the required amount of caliper inches per tree to be retained does not exist, or for extraordinary circumstances cannot be retained, an equivalent amount of caliper inches may be planted to satisfy this requirement, with replacement determined during the applicable approval process.

(D) Tree removal is only allowed with an approved development plan; lots may not be cleared without a purpose stated in an approved development plan.

(E) Exceptions to these provisions are delineated in the Chapter 153 Use Conditions division in section 153.132. (CREATION OF SECTION 153.132- SPECIAL EXECPTIONS (RESERVED))

Severability

The provisions of this ordinance are intended to be severable, and if a court of competent jurisdiction should hold any part of this ordinance invalid, unconstitutional, or otherwise unlawful, such ruling shall not affect the remainder of the ordinance, which shall remain in full force and effect.

Be it further ordained that the Town Council declares its intention that the "Pending Ordinance Doctrine" be effective upon first reading of this ordinance.

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY UPON FINAL READING

_____

Chris Crolley, Mayor
Town of Awendaw

First reading: January 8, 2026
Public Hearing:
Planning Commission Recommendation:
Second and Final Reading:

_____

Donna F. Steed, Clerk of Council

- # Sec.16-6-104. - Tree Protection

A. Purpose and Intent

The purpose and intent of this section is to provide standards for the management of ***trees*** and forest areas, including the ***tree*** canopy and ***specimen trees***, that contribute to the ambience, economy, and quality of air, water, and health in the Town of Awendaw by adhering to principles of sustainable management and use of forests, forest ***lands***, and ***trees*** in a way that protects the ecosystems supporting the forests and ***trees***, maintains their biodiversity, productivity, and ability to regenerate, and maintains their overall health and potential to fulfill, now and into the future, relevant ecological, economic, and social functions. Specifically, the standards in this section are intended to:

1. Lessen air pollution and promote clean air quality by increasing dust filtration;

2. Prevent soil erosion;

3. Improve surface drainage and minimize flooding, and minimize the cost of constructing and maintaining drainage systems necessitated by the increased flow and diversion of surface waters;

4. Conserve energy by reducing heating and cooling costs;

5. Ensure that noise, glare, and other distractions originating in one area do not adversely affect ***adjacent*** areas;

6. Reduce noise, heat, dust, and glare;

7. Provide a visual buffer between ***adjacent*** developments and ensure that distractions of movement and other aspects of any ***development*** do not adversely impact activity in ***adjacent development***;

8. Beautify and enhance improved and undeveloped ***land*** and views from the ***Town's*** entryways, public ***lands*** and ***streets***; and,

9. Minimize application of chemicals customarily used to nourish exotic lawns and control undesirable vegetation.

10. Maintain the ambiance of the ***Town*** and enhance property values.

B. Applicability

1. General

a. Except as exempted in subsection 2 below, no ***person*** shall cut, destroy, cause to be destroyed, move or remove, transplant, prune, or limb any protected ***tree*** in the ***Town*** without first receiving approval of a Natural Resources Permit in accordance with the procedures and standards of Sec. 16-2-103.K, Natural Resources Permit, and the standards in this section.

b. Consistent with the purposes of this section, all ***persons*** are required to make all reasonable efforts to preserve and retain any existing stands of ***trees***, individual ***trees***, and other self-supporting plants, whether or not such plants are protected under this section, as well as such other flora that make up part of the understory, shrub layer, or herb layer.

c. Failure to comply with the standards of this section shall be a violation of this ***Ordinance*** and subject to the remedies and penalties specified in Chapter 16-8: Enforcement.

2. Exemptions

The following activities are exempt from the standards in this section and the requirement for a Natural Resources Permit:

1.Removal of damaged protected ***trees*** during an emergency such as a hurricane, tornado, ice or wind storm, ***flood***, wildfire or any other such act of nature;

ii. The removal of invasive species;

iii. Removal of a ***hazardous tree,*** provided such removal is reported to the ***Official*** within five days after removal. Removal of a ***hazardous tree*** may require mitigation at the discretion of the ***Official***;

(Revised 1-7-2020 - Ordinance 2020-02; revised 8-19-2025 - Ordinance 2025-13)

iv. The selective and limited pruning and removal of ***trees*** or vegetation within ***sight triangles*** (see Sec. 16-5-105.H.4, Sight Triangles) as necessary to obtain clear visibility at ***street*** and ***driveway*** intersections;

v. Necessary ***tree*** removal by a utility company consistent with plans submitted periodically to the ***Official*** for approval in accordance with Sec. 16-5-110, Utility Standards, provided such plans include appropriate provision for removal of any felled ***trees***;

vi. Topping of healthy ***trees*** is not permitted on ***land*** of the Hilton Head Island Airport, and only for the ***maintenance*** of the slope approaches to the airport as referenced in Sec. 16-3-106.E, Airport Overlay (A-O) District;

vii. ***Tree*** removal associated with forestry activities shielded from local ***development*** regulation in accordance with S.C. Code Ann. § 48-23-205, subject to the limitations on subsequent ***development*** in Sec. 16-6-104.E, Limitations on Development Applications Subsequent to Exempt Forestry Activity; and

viii. Routine or seasonal pruning (see Sec. 16-5-103.H, Existing Vegetation, for restrictions on limbing ***trees*** in adjacent street and use buffers), subject to the following requirements and conditions:

01.Pruning shall be done according to the guidelines of the International Society of Arboriculture, as published in the *Arborist Certification Guide*.

02.No more than ten percent of the ***tree's*** leaf surface shall be removed.

03.Climbing spikes shall not be used on ***trees*** that are not being removed.

04.***Property owners*** bear the burden of proving that they have met the above requirements.

ix. Removal or pruning of trees in the PD-1 ? zoning district under the following conditions:

01.On the Common Property owned by a Property Owners Association, to which all landowners of property located behind the security gate must belong, that is behind any security gate or access point that is manned a minimum of eight (8) hours per day, or at any point within the Spanish Wells PD-1, where the ***tree*** or ***trees*** to be removed or pruned are:

a) Damaged, dead or dying or a fall hazard; or, causing an actual, imminent hazard to pedestrian, bicycle or vehicular travel because roots of any ***tree*** or ***trees*** have uplifted pavement, or because branches and foliage are impeding travel sight lines, or because branches and foliage impede travel areas for pedestrians, bicycles and vehicles, and no feasible alternative to removing or pruning the ***tree*** or ***trees*** exists.

b)No Natural Resources Permit is required where the proposed ***tree*** removal or alteration is reviewed and authorized in accordance with an approved Subdivision Plan (see Sec. 16-2-103.F), Development Plan (Minor or Major) (see Sec. 16-2-103.G), Small Residential Development (see Sec. 16-2-103.H) or Public Project (see Sec. 16-2-103.Q)—though compliance with the standards in this section is required.

C. Tree Protection Information in Applications

1. General

a..except as otherwise provided in subparagraph b below, all ***applications*** for a Natural Resources Permit or for new ***development*** shall include at least the following information:

i. A complete ***tree survey***, as described in paragraph 2 below;

ii. A brief written narrative of proposed plans for ***tree*** protection and replacement;

iii. A complete ***tree*** tally sheet listing ***trees*** by category (See Sec. 16-6-104.H, Tree Equivalency Table);

iv. A complete ***site development*** plan showing utility lines, grading activities, and ***building*** elevations in relation to existing ***trees*** and denoting ***trees*** to be removed with an "X"; and

v. A replacement ***tree*** planting schedule, if required by Sec. 16-6-104.I.5, Timing.

b. applications for redevelopment or alteration of existing ***development*** may include a sketch plan showing the ***trees*** on the ***site*** and the proposed ***buildings*** in lieu of the information in provisions i, iii, iv, and v above.

2. Tree Survey

a. The ***tree survey*** shall be in the form of a map or a ***site plan*** prepared and sealed by a registered ***land*** surveyor within two years of the date of ***application***. The ***tree survey*** shall be at the same scale as the required ***site development*** plan and shall include the following information:

i. The location of all Category I, II and IV ***trees*** with a ***DBH*** of 6 inches or greater, Category III ***trees*** (other than cedar and palmetto ***trees***) with a ***DBH*** of 12 inches or greater and cedar and palmetto ***trees*** with a ***DBH*** of 8 inches or greater within the areas to be developed and within areas 25 feet beyond such area in each direction, or extending to the property line, whichever is less;

ii. The location of any ***trees*** with a ***DBH*** less than 6 inches (Category I, II and IV) less than 8 inches (cedar and palmetto ***trees***) and less than 12 inches (Category III other than cedar and palmetto ***trees***) that the ***applicant*** wishes to count toward the minimum standard of ***tree*** coverage on the ***site***; and

iii. The species and ***DBH*** of all ***trees***.

b. In conjunction with the ***tree survey, trees*** shall be marked with color ribbons, using blue ribbons to mark ***trees*** to be preserved, red ribbons for ***trees*** to be removed, and orange ribbons for hazardous ***trees*** that are proposed to be removed (hazardous **trees** will not count towards the overall required **tree** replacement). In heavily wooded areas, the ***Official*** may allow ***a significant stand of trees*** to be preserved or removed to be marked with the appropriately colored ribbon extending around the perimeter of the group of ***trees.***

D. Pre-Construction Underbrushing

No ***underbrushing*** of property other than public utility ***easements*** shall occur before a ***building*** permit is issued unless approved by the ***Official*** as in compliance with this section.

1. **A*pplicants*** for final ***development*** approval shall schedule an ***on-site*** inspection with the ***Official*** to explain the extent and purpose of the ***underbrushing*** activity. Purposes that will be considered justification for pre-development ***underbrushing*** activity include showing property for sale and facilitating surveying work in very densely vegetated areas.

2.In all cases, ***applicants*** shall be required to maintain all vegetation in required buffers except for a six-foot-wide path providing ***access*** to the interior of the property. Such buffer areas shall be clearly marked and protected prior to the commencement of the ***underbrushing*** activity.

3.The intent of this provision is to retain suitable species of native understory that can be incorporated into landscape plans and ***development*** plan approvals so as to conserve water, preserve indigenous plant species and dependent wildlife species, protect wildlife habitat, and save the ***applicant*** landscaping and irrigation costs.

4.Following the receipt of final ***development*** approval, the ***applicant*** shall work with the ***Official*** to preserve all existing understory vegetation throughout a site to the greatest extent practicable.

5.Any ***property owner*** who fails to abide by this restriction shall be required to restore the affected property to a condition as close to its original condition as practicable.

6.Exemption.

a. ***Underbrushing*** on ***land*** by a ***property owner*** in zoning districts RM4, RM8, RM12, RS3, RS5, RS6, MF, MV, S, and WMU is exempt from the requirements of Section 16-6-104.D; however, all significant trees and stands of trees shall be maintained on site and vegetation in required buffers shall be maintained except for a six-foot-wide path providing ***access*** to the interior of the property. Such buffer areas shall be clearly marked and protected prior to the commencement of the ***underbrushing*** activity. A Natural Resources Permit shall be required for such ***underbrushing***.

b. In the event that a ***property owner*** applies for a permit for non-***single-family development*** or commences any ***construction*** on ***land*** within twelve (12) months of ***underbrushing***, the ***property owner*** shall be presumed to have undertaken the ***underbrushing*** in anticipation of non-***single-family development*** or ***construction*** and the permit for the non-***single-family development*** or ***construction*** shall not be issued for a period of one year after completion of the ***underbrushing***. The presumption that the ***underbrushing*** activity was completed in anticipation of non-***single-family development*** may be rebutted by the production by the ***property owner*** of evidence establishing that the ***underbrushing*** was not in anticipation of non-***single-family development***.

. Limitations on Development Applications Subsequent to Exempt Forestry Activity

Clearing of a ***site*** to circumvent the requirements of this section is prohibited. If the forestry exemption in Sec. 16-6-104.B.2.a.vii above is used to remove all or substantially all of the ***trees*** that would have been protected by this section pursuant to a ***development application***, no such ***application*** shall be accepted for a period of six years after completion of the timber harvest.

F. Specimen and Significant Tree Preservation

1. Specimen and Significant Tree Defined

For purposes of this section, a specimen tree is any tree of a species designated by the State or federal government as an endangered, threatened, or rare species, or any tree of a type and with a DBH equal or greater than that indicated in Table 16-6-104. F.1, Specimen Trees, for the tree type. A tree that is within 20% of the size classified as a specimen, is considered a significant tree.

TABLE 16-6-104.F.1: SPECIMEN AND SIGNIFICANT TREES			
TREE TYPE		SPECIMEN DBH (INCHES)	SIGNIFICANT DBH (INCHES)
Live oak	Single trunk	30	24
	Multiple trunks	55 (sum of all trunks)	41
Laurel oak		30	24
Water oak		30	24
Red oak		25	20
White oak		20	16
All hickories		20	16
American elm		15	12
Loblolly and slash pines		35	28
Longleaf and pond pines		25	20
Red bay		10	8
Southern magnolia		30	24
Bald cypress and pond cypress		15	12
Black gum and sweet gum		30	24
Red maple		30	24
Spruce pine		Any size	Any size
Red cedar		10	8
Sycamore		30	24
Black cherry		25	20
Sassafras		6	5

2. General Requirements

a..No ***specimen tree*** may be removed except in accordance with paragraph b below. In addition, all ***specimen trees*** shall have the following protections, whether located on public or private ***land.***

i.Any activities performed within the drip line of a ***specimen tree*** shall have the prior approval of the ***Official***.

ii. ***Specimen trees*** shall not be cut, removed, pushed over, killed, or otherwise harmed.

iii. No more than 20 percent of the total area within the drip line of any ***specimen tree*** shall be subject to paving or soil compaction, and no paving or soil compaction is allowed within 15 feet of the ***tree*** trunk. (See Figure 16-6-104.F.2: Limits of Paving or Compaction near Specimen Trees.) The ***Official*** may allow paving or soil compaction beyond the 20 percent limit if low impact ***development*** techniques (e.g., ***pervious*** pavers, materials placed at or above ***grade***, no use of mechanical machinery) are used as an alternative means of protecting the ***specimen tree***.

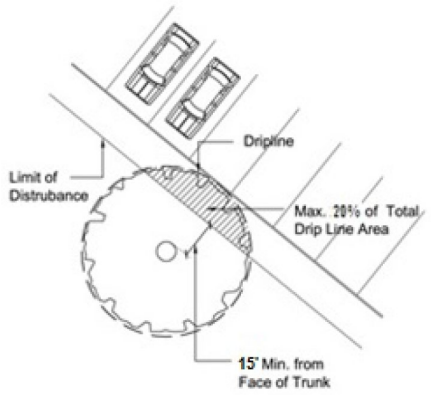

Figure 16-6-104.F.2: Limits of Paving or Compaction near Specimen Trees

b.If preservation of a ***specimen tree*** causes unnecessary hardship, the ***applicant*** may apply for a variance from this subsection (see Sec. 16-2-103.S, Variance) once any required ***State*** or federal government agency approval, if applicable, to remove the ***tree*** is received in writing.

G. Minimum Tree Coverage Standard

1. Applicability

a. All new ***development*** except for the ***construction*** of any public ***street***, pathway, drainage project, single family subdivision, athletic field, golf course or minor utility and the redevelopment or alteration of existing ***development*** (see subparagraph b below) shall include at least 900 adjusted caliper inches (ACI) of ***trees*** per acre of ***pervious*** surface area. ***Pervious*** surface area equals the ***gross acreage*** less the maximum ***impervious cover*** required for the proposed ***development***. In the case of ***development*** in the CR ***zoning district***, the maximum ***impervious coverage*** solely for the purposes of this section shall be 80%.

b. Redevelopment or alteration of existing ***development*** shall have the option of meeting the standard in subparagraph a above or meeting replacement requirements in Sec. 16-6-104.I, Standards for Supplemental and Replacement Trees, based on ***trees*** removed by ***tree*** category.

c. For the construction of any public ***street***, pathway, drainage project, single family subdivision, athletic field, airport runway, golf course or minor utility the applicant is required to demonstrate that they have made all reasonable efforts to save significant trees and stands of trees. Reasonable tree replanting shall be required by the Official for these uses.

*Example: A 2-acre **site** in a PR, Parks and Recreation District, is permitted a maximum impervious surface coverage of 45 percent or 0.9 acres. This leaves 1.1 acres of pervious surface. Multiplied by 900 adjusted caliper inches (ACI), it gives a **site** standard of 990 adjusted caliper inches which must be met post-development.*

2. Measurement of ACI

To measure the ACI of ***trees*** on the ***development site***, the following Tree Value Factors in Table 16-6-104.G.2, Tree Value Factors, shall be multiplied by the respective ***DBH*** in inches of ***trees*** in each category as listed in the Tree Equivalency Table in Sec. 16-6-104.H and then totaled.

TABLE 16-6-104.G.2: TREE VALUE FACTORS		
TREE CATEGORY		**TREE VALUE FACTOR**
Category I	Broad-leaved Evergreen Overstory Hardwoods and Endangered Species	1.00
Category II	Deciduous Overstory Hardwoods and Broad-leaved Evergreen Understory	0.75
Category III	Cone-Bearing Evergreens and Palms	0.5
Category IV	Ornamentals	0.25

*Example: Site has 200 inches of Category I **trees**; 550 inches of Category II; 1,020 inches of Category III; 100 inches of Category IV for a total pre-**development tree** value ACI of 1,147.5 for this **site**.*

3. Supplemental Planting

Supplemental planting shall be at 15 percent of the difference between the minimum standard ACI less the pre-***development*** ACI on the ***site***.

*Example: The **site** has 1,147.5 ACI pre-**development** (which is greater than the **site** requirement of 990 ACI, so no supplemental planting is required). If, however, the **site** had 800 ACI pre-**development**, it would be 190 inches below the **site** requirement. Multiplying 190 x .15 = 28.5 inches of **trees** to be planted to raise the **site** to the minimum standard.*

4. Replacement Planting

Replacement planting shall be at 30 percent of the difference between minimum standard ACI and the ACI of ***trees*** remaining after ***construction***. At the discretion of the Official, no more than 60% of the required tree planting on golf courses may be substituted for other environmental improvements, such as establishing native plants in lagoons to improve water quality and wildlife habitat or reestablishing understory vegetation in forested areas of the course.

*Example: If the **site** has 500 ACI after **development**: 990-500 = 490 x .30 = 147 inches must be replaced.*

H. Tree Equivalency Table

The purpose of Table 16-6-104.H Tree Equivalency Table, is to illustrate the relative value of broad groups of ***trees***, as well as individual ***trees***, provide guidance in choosing ***trees***, and provide guidance in selecting ***trees*** to supplement inadequate buffers.

TABLE 16-6-104.H TREE EQUIVALENCY TABLE	
COMMON NAME	**LATIN NAME**
CATEGORY I: BROAD-LEAVED EVERGREEN OVERSTORY HARDWOODS AND ENDANGERED SPECIES	
American Holly	Ilex opaca
Bald Cypress	Taxodium distichum
Laurel Oak	Quercus laurifolia
Live Oak	Quercus virginiana
Loblolly Bay	Gordonia lasianthus
Pond Cypress	Taxodium ascendens

TABLE 16-6-104.H TREE EQUIVALENCY TABLE	
COMMON NAME	**LATIN NAME**
Spruce Pine	Pinus glabra
Southern Magnolia	Magnolia grandiflora
CATEGORY II: DECIDUOUS OVERSTORY HARDWOODS AND BROAD-LEAVED EVERGREEN UNDERSTORY	
American Beech	Fagus grandifolia
American Elm	Ulmus americana
American Hornbeam	Carpinus caroliniana
American Sycamore	Platanus occidentalis
Bitternut Hickory	Carya cordiformis
Black Cherry	Prunus serotina
Black Gum	Nyssa sylvatica
Black Willow	Salix nigra
Boxelder	Acer negundo
Buckthorn Bumelia	Bumelia lycioides
Carolina Ash	Fraxinus caroliniana
Carolina Basswood	Tilia caroliniana
Carolina Buckthorn	Rhamnus caroliniana
Carolina Silverbell	Halesia carolina
Carolina Willow	Salix caroliniana

TABLE 16-6-104.H TREE EQUIVALENCY TABLE	
COMMON NAME	**LATIN NAME**
Common Persimmon	Diospyros virginiana
Dahoon Holly	Ilex cassine
Devilwood	Osmanthus americanus
Eastern Cottonwood	Populus deltoides
Eastern Hophornbeam	Ostrya virginiana
Florida Basswood	Tilia floridana
Florida Maple	Acer barbatum
Hercules Club	Zanthoxylum clava-herculis
Honeylocust	Gleditsia triancanthos
Mockernut Hickory	Carya tomentosa
Overcup Oak	Quercus lyrata
Pecan	Carya illinoensis
Pignut Hickory	Carya glabra
Post Oak	Quercus stellata
Red Buckeye	Aesculus pavia
Red Maple	Acer rubrum
Red Mulberry	Morus rubra
Redbay	Persea borbonia
River Birch	Betula nigra

TABLE 16-6-104.H TREE EQUIVALENCY TABLE	
COMMON NAME	**LATIN NAME**
Sand Hickory	Carya pallida
Sassafras	Sassafrass albidum
Scrub Hickory	Carya floridana
Southern Bayberry	Myrica cerifera
Southern Red Oak	Quercus falcata
Sugarberry	Celtis laevigata
Swamp Chestnut Oak	Quercus michauxii
Swamp Cottonwood	Populus heterophylla
Sweet Gum	Liquidamber styraciflua
Sweetbay	Magnolia virginiana
Tough Bumelia	Bumelia tenax
Tupelo	Nyssa biflora
Turkey Oak	Quercus laevis
Water Hickory	Carya aquatica
Water Oak	Quercus nigra
Water Tupelo	Nyssa aquatica
Waterlocust	Gleditsia aquatica
White Oak	Quercus alba
Yaupon Holly	Ilex vomitoria

TABLE 16-6-104.H TREE EQUIVALENCY TABLE	
COMMON NAME	**LATIN NAME**
CATEGORY III: CONE-BEARING EVERGREENS AND PALMS	
Cabbage Palmetto	Sabal palmetto
Eastern Red Cedar	Juniperus virginiana
Loblolly Pine	Pinus taeda
Long Leaf Pine	Pinus palustris
Pond Pine	Pinus serotina
Slash Pine	Pinus elliottii
Shortleaf Pine	Pinus echinata
Southern Red Cedar	Juniperis silicicola
CATEGORY IV: ORNAMENTALS AND SMALL UNDERSTORY TREES	
American Plum	Prunus americana
Carolina Laurelcherry	Prunus caroliniana
Chickasaw Plum	Prunus angustifolia
Common Sweetleaf	Symplocus tinctoria
~~Crepe Myrtle~~	~~Lagerstroemia indica~~ SC Invasive Exotic
Dahoon Holly	Ilex cassine
~~Eastern Coralbean~~	~~Erythrina herbacea~~ Does not reach tree size here
Eastern Redbud	Cercis canadensis
Flatwoods Plum	Prunus umbellata

TABLE 16-6-104.H TREE EQUIVALENCY TABLE	
COMMON NAME	**LATIN NAME**
Florida Chinkapin	Castanea floridana
Flowering Dogwood	Cornus florida
Fringetree	Chionanthus virginicus
Littlehip Hawthorn	Crataegus spathulata ? Cedar/apple rust
Parsley Hawthorn	Crataegus marshallii ? Cedar/apple rust
Possumhaw Holly	Ilex decidua
Southern Crab Apple	Malus angustifolia ? Cedar/apple rust
Sparkleberry	Vaccinium arboreum
Swamp Dogwood	Cornus stricta
Witch Hazel	Hamamelis viginiana

I. Standards for Supplemental and Replacement Trees

Supplement and replacement ***trees*** provided in accordance with Sec. 16-6-104.G, Minimum Tree Coverage Standard, or Sec. 16-6-104.K, Tree Damage During Development, shall comply with the following standards.

1. Location

Supplemental and replacement ***trees*** shall be planted within any part of the ***development site***. If the ***site*** is within a PUD, the ***Official*** may allow supplemental and replacement ***trees*** to be planted on adjoining ***open space*** or other ***open space*** within the same PUD.

2. Native Species Required

Supplemental and replacement ***trees*** shall be species native to Hilton Head Island (see the list of acceptable native plant species in Appendix C: Recommended Native Plants).

3. Replacement Rate, Tree Category, Planting Size

a. ***Trees*** that are removed shall be replaced at the rate of one ***tree*** for every ten ***tree*** inches removed per ***tree*** category.

b. Supplemental and replacement ***trees*** shall be within the same or lower-numbered ***tree*** category (see Sec. 16-6-104.H, Tree Equivalency Table) as the ***trees*** being replaced.

c. At the time of planting, supplemental and replacement ***trees*** shall have the minimum ***height*** and trunk diameter shown in Table 16-6-104.I.3 for the category of the ***tree***.

TABLE 16-6-104.I.3: MINIMUM PLANTING SIZE FOR SUPPLEMENTAL AND REPLACEMENT TREES		
TREE CATEGORY	**MINIMUM HEIGHT (FEET)**	**MINIMUM TRUNK DIAMETER (INCHES) (USING *ANSI* STANDARDS)**
Category I	12	4
Category II	12	4
Category III	8	2
Category IV	8	2

4. Planting Standards

Planting, staking, mulching, and care of all supplemental and replacement ***trees*** shall be in accordance with the guidelines of the International Society of Arboriculture, as published in the latest edition of the Arborist Certification Study Guide.

5. Timing

Replacement ***trees*** shall be planted within 180 days after removal of the ***tree*** being replaced, or a final Certificate of Compliance shall not be issued. The ***Official*** may extend this time period to accommodate the planting season (October 1 through June 1).

6. Post-Development Inspections

a. After ***development*** is complete, the ***Official*** shall continue to make random inspections to insure that all existing ***trees*** of protected size as well as supplemental and replacement ***trees*** are maintained.

b. ***Tree*** planting shall be required should any of these ***trees*** die, be removed, or be destroyed at any time after completion of ***development***.

c. This regulation applies to all projects regardless of the date the ***development*** permit or ***development*** approval was issued.

J. Tree and Buffer Protection During Development Activity

1. Tree and Buffer Protection Zones

a. ***Tree and buffer protection zones*** shall include the areas of a ***development site*** that are within the drip lines of the individual ***trees*** and stands of ***trees*** proposed to be retained and protected in accordance with Sec. 16-6-104.F, Specimen and Significant Tree Preservation, Sec. 16-6-104.G, Minimum Tree Coverage Standard, areas for any supplemental or replacement ***trees*** proposed to be provided in accordance with Sec. 16-6-104.G, Minimum Tree Coverage Standard, or Sec. 16-6-104.K, Tree Damage During Development, as well as buffer areas proposed to be protected in accordance with Sec. 16-5-103.D, Adjacent Street Buffer Requirements and Sec. 16-5-103.E, Adjacent Use Buffer Requirements.

b. ***Tree and buffer protection zones*** shall be depicted on all ***development*** plans.

2. Responsibility

During any ***development*** activity (including demolition activity), the ***property owner*** or ***developer*** shall be responsible for protecting existing, supplemental, or replacement ***trees*** within ***tree and buffer protection zones***.

3. Protective Fencing, Marking, and Signage

a. Protective Fencing

i. Continuous ***tree*** protective fencing shall be provided along the boundaries of ***tree and buffer protection zones***. The ***Official*** shall consider existing site conditions and the species and size of the ***trees*** to be protected in determining the exact location of ***tree*** protective fencing, and may require the fencing to be extended to include the critical root zones of ***trees***. For buffer protection, the fencing shall be installed along the edge of the buffer on the interior of the site.

ii. Protective fencing shall consist of a bright orange plastic mesh or more durable material that is at least four feet high.

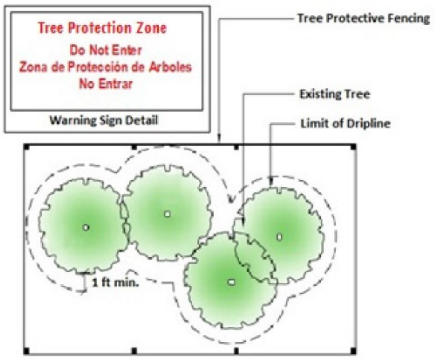

Figure 16-6-104.J.2: Tree Protective Fencing and Signage.

b. Warning Signage

Warning signs shall be installed along any required ***tree*** and buffer protective fencing at points no more than 150 feet apart. The ***signs*** shall be clearly visible from all sides of the outside of the fenced-in area. The size of each sign must be a minimum of two feet by two feet. The sign message shall identify the fenced or marked area as a ***tree or buffer protection zone*** and direct ***construction*** workers not to encroach into the area (e.g., "Tree or Buffer Protection Zone: Do Not Enter"). (See Figure 16-6-104.J.2: ***Tree*** Protective Fencing and Signage.)

c. Duration of Protective Fencing or Signage

Required protective fencing and signage shall be erected before any grading or other ***development*** activity begins and shall be maintained until issuance of a Certificate of Compliance following completion of all ***development*** in the immediate area of the fencing or signage.

4. Tree and Buffer Protection Zone Encroachments and Protective Measures

Encroachments into ***tree and buffer protection zones*** may occur only when no other alternative exists, and shall comply with landscaping ***best management practices*** and the following limitations and requirements:

a. Construction Activity, Equipment, or Materials Storage

No ***development*** or demolition activity—including grading, the operation or parking of heavy equipment or the storage of material—shall be allowed within the ***tree and buffer protection zone***.

b. Soil Compaction

Where compaction might occur due to ***construction*** traffic or materials delivery through a ***tree and buffer protection zone***, the area must first be mulched with a minimum four-inch layer of wood chips. Equipment or materials storage shall not be allowed within a ***tree and buffer protection zone***.

c. Fill, Retaining Walls, and Drywells

No fill shall be placed within a ***tree and buffer protection zone*** unless retaining walls and drywells are used to protect ***trees*** to be preserved from severe ***grade*** changes and venting adequate to allow air and water to reach tree roots is provided through any fill.

d. Chemical Contamination

Trees located within a ***tree and buffer protection zone*** shall be protected from chemical contamination from liquids or other toxic materials, including but not limited to paint, chemical solvents, gasoline, oil, diesel fuel, hydraulic fluid, concrete spoils, or rinse water from vehicle cleaning, including rinsing of concrete truck tanks and chutes.

e. Impervious Surface

No ***impervious surface*** is allowed within a ***tree and buffer protection zone***.

f. Trenching Prior to Clearing

The removal of ***trees adjacent*** to ***tree and buffer protection zones*** can cause inadvertent damage to the protected trees. Prior to clearing activities, trenches with a minimum width of one-and-one-half inches and a minimum depth of 12 inches shall be cut along the limits of ***land*** disturbance, so as to cut, rather than tear ***tree*** roots.

5. Inspections

a. All ***tree*** and buffer protection measures shall be inspected by the ***Official*** before start of any ***land disturbing activities*** and during the ***development*** process. The ***Official*** may continue to conduct random inspections to ensure that retained ***trees***, supplemental ***trees***, and replacement ***trees*** are maintained in a healthy state.

b. If any ***tree*** protected by this section is removed, dies, or is destroyed at any time during ***development*** activities or after completion of the ***development***, it shall be replaced in accordance with Sec. 16-6-104.I, Standards for Supplemental and Replacement Trees.

K. Tree Damage During Development

1.If a ***specimen tree*** or other existing ***tree*** to be preserved under the ***tree*** protection plan is damaged during ***development*** of the ***development site***, an arborist or other qualified professional shall, at the expense of the ***applicant***, assess the damage and provide a written report to the ***Official*** that documents the following:

a. Severity of the ***tree*** damage;

b. Determination on whether corrective measures can be taken to save the ***tree*** or whether the ***tree*** has been damaged beyond ***repair***; and

c. Any corrective measures recommended to ensure the ***tree's*** survival (e.g., pruning damage to ***tree*** canopy, root pruning, fertilization, soil enhancements for damage to ***tree*** roots, and ***application*** of irrigation to compensate for root loss).

2.If the assessment concludes that the ***tree*** can survive with corrective measures, the ***applicant*** shall promptly have recommended corrective actions undertaken by an arborist or other qualified professional. Such corrective measures shall be completed before issuance of a Certificate of Compliance for the ***development***.

3.f the assessment concludes that a ***tree*** has been damaged beyond ***repair***, the ***tree*** shall be replaced with one or more ***trees*** that shall comply with the standards in Sec. 16-6-104.I, Standards for Supplemental and Replacement Trees.

L. Tree Mitigation Fee

1. General

The ***tree*** mitigation fee is established to allow the future planting of replacement ***trees*** removed for ***development*** in limited cases where this section's requirements for preservation of ***specimen trees*** (see Sec. 16-6-104.F) or for retention of existing ***tree*** coverage (see Sec. 16-6-104.G) cannot be reasonably achieved, and to allow the future planting of ***trees*** following a disaster.

. Amount of Fee

The ***tree*** mitigation fee shall be calculated by the ***Official*** based on the cost of the required replacement ***trees*** and the cost of planting. Such costs shall be determined based on a cost estimate received from a local landscaping firm or through pricing information available through a project completed no more than one year earlier.

4. Timing of Fee Payment

All required ***tree*** mitigation fees shall be paid prior to Development Plan approval.

5. Tree Replacement Fund

a. The ***Town*** shall establish and maintain a separate accounting fund for the deposit of ***tree*** mitigation fees paid in lieu of providing required replacement ***trees***. Such funds need not be segregated from other ***Town*** monies for banking purposes. Any yield on such accounting fund shall accrue to that fund and shall be used for the purposes specified for the fund.

b. The ***Town*** shall maintain and keep financial records for such accounting fund showing the revenues to such fund and the disbursements from such fund, in accordance with normal ***Town*** accounting practices. The records of such fund shall be open to public inspection in the same manner as other financial records of the ***Town***.

c. Monies from the ***tree*** replacement fund shall only be spent on planting of ***trees*** on publicly owned and maintained property. Qualifying debits include the cost of the ***trees***, cost of installation of the ***trees***, and cost of one year of ***maintenance*** for the ***trees***.

JB additions & edits

Town of Hilton Head Island
Community Development Department
1 Town Center Court
Hilton Head Island, SC 29928
Phone: 843-341-4757 Fax: 843-341-2087
hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY
Date Received: _____
Accepted by: _____
App. #: _____
Meeting Date: _____

APPLICATION PACKET FOR
NATURAL RESOURCE REQUEST

Applicant	Property Owner
Name:	Name:
Phone:	Phone:
Mailing Address:	Mailing Address:
Email:	Email:
Town Business License # (if applicable):	

Project Information

Project Name:	Project Address:
Zoning District:	Overlay District(s)
Parcel Number (PIN): R _	

Request Information

Trees	Buffers	Beachfront	Miscellaneous
☐ Removal	☐ Adjacent Use	☐ View Corridors	☐ Docks/Bulkheads
☐ Trimming/Pruning	☐ Street	☐ Vegetation Trimming	☐ Utilities
☐ Emergency/Hazard	☐ Wetland	☐ OCRM Permitting	☐ SW Maintenance
☐ Other	☐ Other	☐ Dune Re-vegetation	☐ Other

Project Narrative:

Please complete **Tree Removal Information** on back of this page for each tree to be removed. Photos are highly suggested to expedite the process.

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If so, a copy of the private covenants and/or restrictions must be submitted with this application ☐ YES or ☐ NO

Disclaimer: The Town of Hilton Head Island assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.

Property Owner Signature: Date:

Applicant Signature: Date:

Tree Removal Information	
Tree Location on Site:	
Size (DBH):	Species:
Reason for Removal:	
Proposed Mitigation:	

Tree Removal Information	
Tree Location on Site:	
Size (DBH):	Species:
Reason for Removal:	
Proposed Mitigation:	

Tree Removal Information	
Tree Location on Site:	
Size (DBH):	Species:
Reason for Removal:	
Proposed Mitigation:	

Tree Removal Information	
Tree Location on Site:	
Size (DBH):	Species:
Reason for Removal:	
Proposed Mitigation:	

Tree Removal Information	
Tree Location on Site:	
Size (DBH):	Species:
Reason for Removal:	
Proposed Mitigation:	

Tree Removal Information	
Tree Location on Site:	
Size (DBH):	Species:
Reason for Removal:	
Proposed Mitigation:	

Tree Removal Information	
Tree Location on Site:	
Size (DBH):	Species:
Reason for Removal:	
Proposed Mitigation:	

Town of Hilton Head Island
NATURAL RESOURCE REQUEST APPLICATION
Process Narrative

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Land Management Ordinance (LMO) requirements for obtaining application approval in the Town of Hilton Head Island. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Hilton Head Island's Land Management Ordinance. The Town of Hilton Head Island's Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Hilton Head Island and the current Strategic Plan to guide their review. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1: Application Submittal	**Applicant**
An application for a Natural Resources Permit may be submitted by the landowner(s) of the land on which development is proposed or a person authorized in writing to submit the application on behalf of the landowner(s).	
Step 2: Site Inspection	**Staff**
On receiving an application, the LMO Official or designee shall conduct an inspection of the site to assess the accuracy of the tree survey or other related materials. Following the inspection, the LMO Official or designee shall advise the applicant of any recommended changes that should be made to the application to ensure compliance with the standards of this subsection.	
Step 3: Staff Review and Action	**Staff**
On receiving a final application, the Official shall review and make a final decision on the application in accordance with Sec. 16-2-102.D. The Official's decision shall be based on the standards in Sec. 16-2-103.K.4, Natural Resources Permit Review Standards, and shall be one of the following: • Approve the application; • Approve the application subject to conditions of approval; or • Deny the application	
Step 4: Notice of Action	**Staff**
The Official shall provide written notice of the final decision on the application within five business days after the final decision. A copy of the decision shall also be made available to the public at Town Hall during normal business hours.	

Town of Hilton Head Island
NATURAL RESOURCE REQUEST APPLICATION
Minimum Requirements for Submittal

☐ A copy of the private covenants and/or restrictions, if applicable.
☐ A brief written narrative of proposed plans for tree protection and replacement.

Plus additional information as follows:

For Minor Construction/Alteration

☐ A sketch of the trees on the site and the proposed building. Tree planting requirements for this activity shall be based on the size and species of trees removed.

For Public Projects

☐ A complete tree survey, as described in Sec. 16-6-104.C.2, Tree Survey.
☐ A complete site development plan showing utility lines, grading activities, and building elevations in relation to existing trees and denoting trees to be removed with an "X".
☐ Replacement or supplemental tree planting schedule, if required.
☐ A count of the number of trees removed in each Category that are 12 inches in DBH or greater.

For All other permits

☐ A complete tree survey, as described in Sec. 16-6-104.C.2, Tree Survey.
☐ A complete site development plan showing utility lines, grading activities, and building elevations in relation to existing trees and denoting trees to be removed with an "X".
☐ Replacement or supplemental tree planting schedule, if required.
☐ A complete tree tally sheet listing trees by category (See Sec. 16-6-104.H, Tree Equivalency Table).

Applicant Signature:	Date: