

*Preliminary Consultation*  
**MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION**  
**STAFF REPORT**

<b>Address:</b>	7300 Holly Ave., Takoma Park	<b>Meeting Date:</b>	1/25/2023
<b>Resource:</b>	Outstanding Resource <b>Takoma Park Historic District</b>	<b>Report Date:</b>	1/18/2023
<b>Applicant:</b>	Fernando Angulo	<b>Public Notice:</b>	1/11/2023
<b>Review:</b>	Prelim	<b>Staff:</b>	Dan Bruechert
<b>Proposal:</b>	Building Addition		

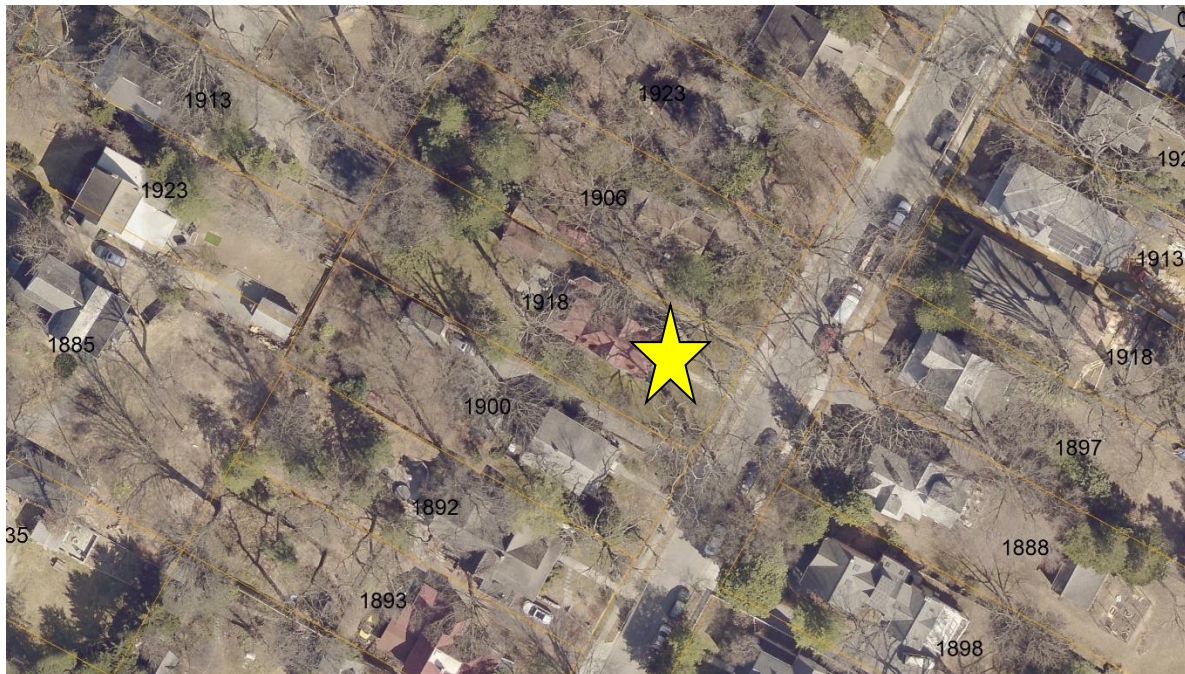
---

**RECOMMENDATION**

Staff recommends the applicant make any changes recommended by the HPC and return for a HAWP.

**ARCHITECTURAL DESCRIPTION**

**SIGNIFICANCE:** Outstanding Resource within the Takoma Park Historic District  
**STYLE:** Dutch Colonial  
**DATE:** c.1906



*Figure 1: The subject property is located in a heavily wooded section of the Takoma Park Historic District.*

**PROPOSAL**

The applicant proposes to construct an addition to the house.

**APPLICABLE GUIDELINES**

When reviewing alterations and additions for new construction to Contributing Resources within the Takoma Park Historic District, decisions are guided by the Takoma Park Historic District Design Guidelines (*Guidelines*) and Montgomery County Code Chapter 24A (*Chapter 24A*), and the Secretary of the Interior's Standards for Rehabilitation (*Standards*).

***Takoma Park Historic District Design Guidelines***

There are two very general, broad planning and design concepts which apply to all categories. These are:

The design review emphasis will be restricted to changes that are at all visible from the public right-of-way, irrespective of landscaping or vegetation (it is expected that the majority of new additions will be reviewed for their impact on the overall district), and,

The importance of assuring that additions and other changes to existing structures act to reinforce and continue existing streetscape, landscape, and building patterns rather than to impair the character of the district.

Outstanding Resources have the highest level of architectural and/or historical significance. While they will receive the most detailed level of design review, it is permissible to make sympathetic alterations, changes, and additions. The guiding principles to be utilized by the Historic Preservation Commission are the *Secretary of the Interior's Standards for Rehabilitation*

Specifically, some of the factors to be considered in reviewing HAWPs on Outstanding Resources:

Plans for all alterations should be compatible with the resource's original design; additions, specifically, should be sympathetic to existing architectural character, including massing, height, setback, and materials

Emphasize placement of major additions to the rear of existing structures so that they are less visible from the public right-of-way

While additions should be compatible, they are not required to be replicative of earlier architectural styles

Preservation of original and distinctive architectural features, such as porches, dormers, decorative details, shutters, etc. is encouraged

Preservation of original windows and doors, particularly those with specific architectural importance, and of original size and shape of openings is encouraged

Preservation of original building materials and use of appropriate, compatible new materials is encouraged

All changes and additions should respect existing environmental settings, landscaping, and patterns of open space

**Montgomery County Code, Chapter 24A Historic Resources Preservation**

(b) The commission shall instruct the director to issue a permit, or issue a permit subject to such conditions as are found to be necessary to insure conformity with the purposes and requirements of this chapter, if it finds that:

(1) The proposal will not substantially alter the exterior features of an historic site or historic resource within an historic district; or

(2) The proposal is compatible in character and nature with the historical, archeological, architectural or cultural features of the historic site or the historic district in which an historic resource is located and would not be detrimental thereto or to the achievement of the purposes of this chapter; or

(d) In the case of an application for work on an historic resource located within an historic district, the commission shall be lenient in its judgment of plans for structures of little historical or design significance or for plans involving new construction, unless such plans would seriously impair the historic or architectural value of surrounding historic resources or would impair the character of the historic district. (Ord. No. 9-4, § 1; Ord. No. 11-59.)

**Secretary of the Interior's Standards for Rehabilitation**

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, space and spatial relationships that characterize a property will be avoided.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportions, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**STAFF DISCUSSION**

The subject property is a relatively narrow two-story house with shake and stucco siding, a metal shingle roof, and Dutch Colonial and Craftsman influence, designated as an Outstanding Resource within the Takoma Park Historic District. The lot slopes gently towards the rear. Sometime prior to the District's establishment, a one-story stucco-sided hipped-roof addition was constructed to the rear. The applicant proposes to construct an addition off of the left side of the non-historic addition. Behind the addition, there is a slate patio and a 38" (thirty-eight inch) d.b.h. oak tree. Several HAWPs have been reviewed and approved by the HPC at the subject property since 2004 including tree removal, landscaping, the construction of the rear patio and retaining wall, and a metal shingle roof replacement.<sup>1</sup>

The proposed addition measures 12' × 17' 4" (twelve feet wide by seventeen feet four inches deep), with a side projecting asphalt-shingled hipped roof, one-over-one sash windows, and stucco siding to match the house. The proposed addition will enlarge an existing office to create a first-floor bedroom.

Staff brings forward this Preliminary Consultation to primarily address the issue of the addition's location. Staff finds the proposed addition's size, design, and materials are all compatible with the

<sup>1</sup> These staff reports are available at this link:

[https://mcatlas.org/tiles/06\\_HistoricPreservation\\_PhotoArchives/Padlock/HAR60640008/Box066/37-03-04R\\_Takoma%20Park%20Historic%20District\\_7300%20Holly%20Avenue\\_04-29-2004.pdf](https://mcatlas.org/tiles/06_HistoricPreservation_PhotoArchives/Padlock/HAR60640008/Box066/37-03-04R_Takoma%20Park%20Historic%20District_7300%20Holly%20Avenue_04-29-2004.pdf)

historic character of the house and surrounding district. The *Design Guidelines*, however, emphasize the “placement of major additions to the rear of existing structures so that they are less visible from the public right-of-way.” By expanding the house to the side, this addition is in a highly visible location.

Staff finds there is sufficient space to the rear to expand the house and while it would require the partial (or total) removal of the slate patio and the large oak tree, the HPC is bound by 24A, the Takoma Park Design Guidelines, and the Secretary of the Interior’s Standards. The HPC has worked with recent applicants for Contributing Resources to minimize or move additions to the rear of the historic houses. Staff finds that for an Outstanding Resource, plans must be examined or considered to present to the HPC that would show how the addition could be accommodated entirely at the rear. This would meet the Standards and the *Design Guidelines* for Outstanding Resources.

While the Preliminary Consultation has been scheduled to provide guidance about the location of the addition, Staff notes that a roof plan and window and door specifications and schedule should be submitted with the final HAWP. Elevations should also be amended to note the existing metal roof, not the asphalt shingle roof.

Staff’s questions for the HPC are:

- Does the HPC concur with Staff that the proposed building addition’s location is inconsistent with the requisite guidance?
- Are there additional considerations regarding the preservation of the side and front gambrel-roofed forms that should be discussed for this addition?
- Will the proposed roof form, whether on the side, or to the rear, create any compatibility issues with the existing roofs?

### **STAFF RECOMMENDATION**

Staff Recommends the applicant make revisions based on feedback from the HPC and return for a HAWP.



APPLICATION FOR HISTORIC AREA WORK PERMIT HISTORIC PRESERVATION COMMISSION 301.563.3400

FOR STAFF ONLY: HAWP# DATE ASSIGNED

APPLICANT:

Name: E-mail: Address: City: Zip: Daytime Phone: Tax Account No.:

AGENT/CONTACT (if applicable):

Name: E-mail: Address: City: Zip: Daytime Phone: Contractor Registration No.:

LOCATION OF BUILDING/PREMISE: MIHP # of Historic Property

Is the Property Located within an Historic District? Yes/District Name No/Individual Site Name

Is there an Historic Preservation/Land Trust/Environmental Easement on the Property? If YES, include a map of the easement, and documentation from the Easement Holder supporting this application.

Are other Planning and/or Hearing Examiner Approvals /Reviews Required as part of this Application? (Conditional Use, Variance, Record Plat, etc.?) If YES, include information on these reviews as supplemental information.

Building Number: Street:

Town/City: Nearest Cross Street:

Lot: Block: Subdivision: Parcel:

TYPE OF WORK PROPOSED: See the checklist on Page 4 to verify that all supporting items for proposed work are submitted with this application. Incomplete Applications will not be accepted for review. Check all that apply:

- Checklist of work types: New Construction, Addition, Demolition, Grading/Excavation, Deck/Porch, Fence, Hardscape/Landscape, Roof, Shed/Garage/Accessory Structure, Solar, Tree removal/planting, Window/Door, Other.

I hereby certify that I have the authority to make the foregoing application, that the application is correct and accurate and that the construction will comply with plans reviewed and approved by all necessary agencies and hereby acknowledge and accept this to be a condition for the issuance of this permit.

Fernando Angulo

Signature of owner or authorized agent

Date

**HAWP APPLICATION: MAILING ADDRESSES FOR NOTIFYING**  
[Owner, Owner's Agent, Adjacent and Confronting Property Owners]

<b>Owner's mailing address</b>	<b>Owner's Agent's mailing address</b>
<b>Adjacent and confronting Property Owners mailing addresses</b>	

**Description of Property:** Please describe the building and surrounding environment. Include information on significant structures, landscape features, or other significant features of the property:

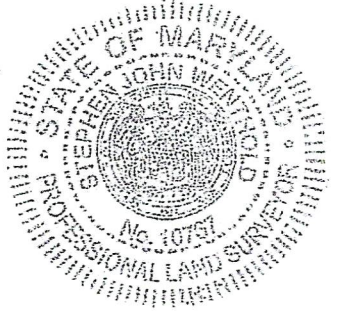
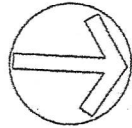
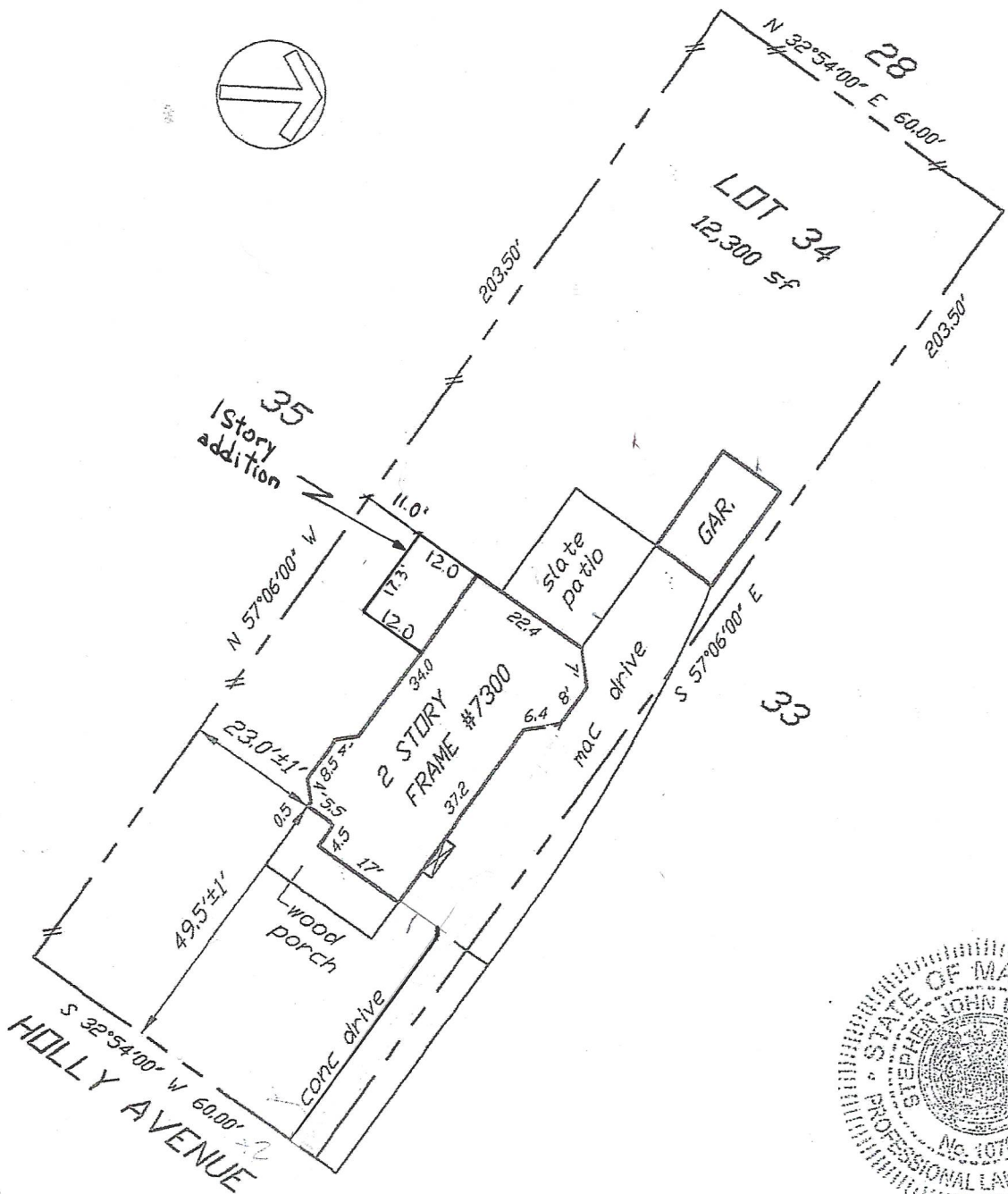
**Description of Work Proposed:** Please give an overview of the work to be undertaken:

Work Item 1: _____	
Description of Current Condition:	Proposed Work:

Work Item 2: _____	
Description of Current Condition:	Proposed Work:

Work Item 3: _____	
Description of Current Condition:	Proposed Work:





Apparent occupation is shown.  
No evidence of property corners was found.

Date: 10-20-22      Scale: 1"=30'      Dwn: rcd  
 Plat Book: B      NO TITLE REPORT FURNISHED  
 Plat No.: 2  
 Work Order: 22-1459  
 Address: 7300 HOLLY AVENUE  
 District: 13  
 Jurisdiction: MONTGOMERY COUNTY, MARYLAND

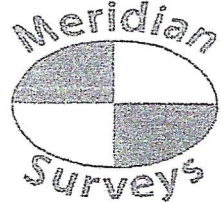
**LOCATION DRAWING**  
 LOT 34  
 BLOCK 12  
 BRASHEARS SUBDIVISION

NOTE: This plat is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or refinancing. This plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements. This plat does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or refinancing.

**Surveyor's Certification**  
 My License expires February 10, 2024

I hereby certify that the survey shown hereon is correct to the best of my knowledge and that, unless noted otherwise, it has been prepared utilizing description of record. This survey is not a boundary survey and the location or existence of property corners is neither guaranteed nor implied. Fence lines, if shown, are approximate in location. Building restriction lines shown are per available information and are subject to the interpretation of the originator.

*Stephen J. Wentzold*



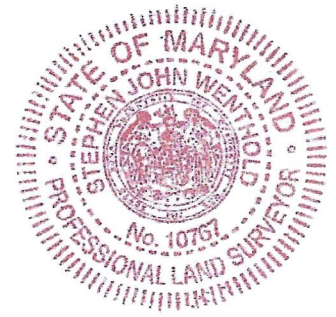
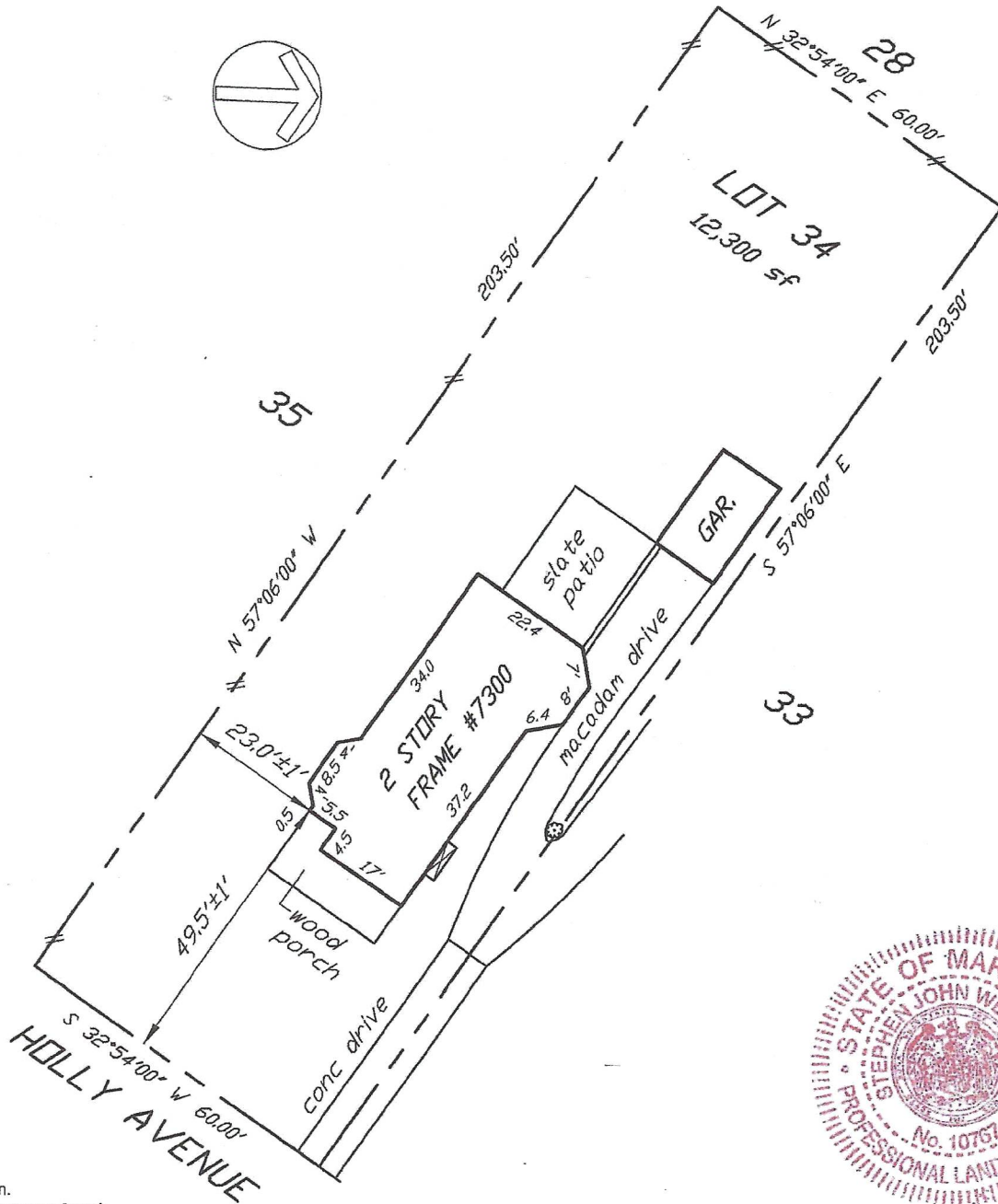
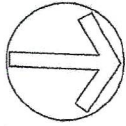
MERIDIAN SURVEYS, INC.  
 PO BOX 549  
 FREDERICK, MD 21705  
 (301) 721-9400











Apparent occupation is shown.  
 No evidence of property corners was found.  
 PROPERTY HAS A PARTY DRIVEWAY WITH LOT 33

Date: 11-17-22      Scale: 1"=30'      Drn: rcd  
 Plat Book: B  
 Plat No.: 2      NO TITLE REPORT FURNISHED  
 Work Order: 22-1459  
 Address: 7300 HOLLY AVENUE  
 District: 13  
 Jurisdiction: MONTGOMERY COUNTY, MARYLAND

**LOCATION DRAWING**

LOT 34  
 BLOCK 12  
 BRASHEARS SUBDIVISION

NOTE: This plat is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or refinancing. This plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements. This plat does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or refinancing.

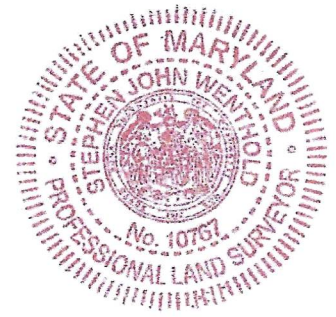
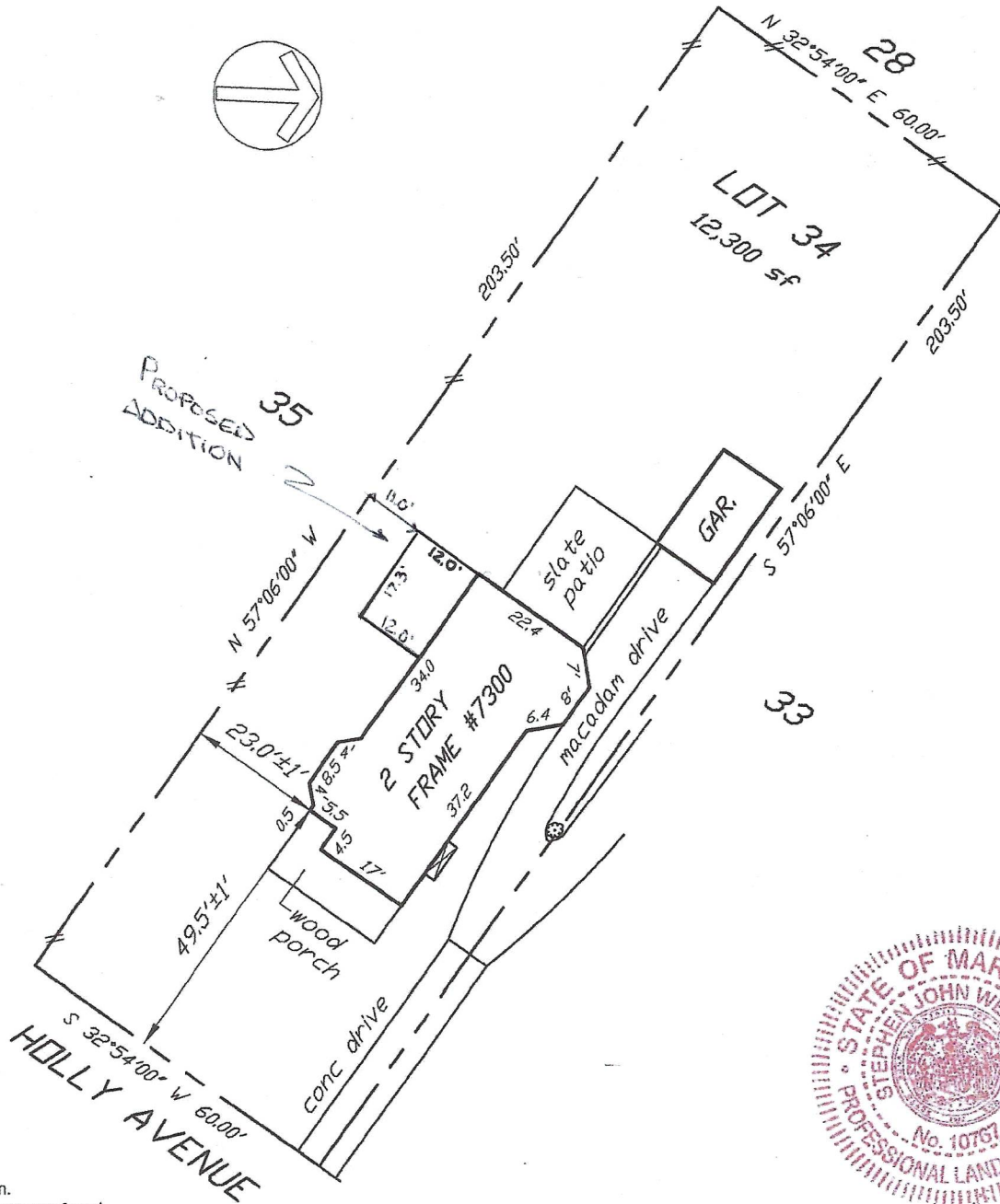
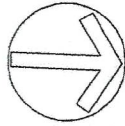
**Surveyor's Certification**  
 My License expires February 10, 2024

I hereby certify that the survey shown hereon is correct to the best of my knowledge and that, unless noted otherwise, it has been prepared utilizing description of record. This survey is not a boundary survey and the location or existence of property corners is neither guaranteed nor implied. Fence lines, if shown, are approximate in location. Building restriction lines shown are per available information and are subject to the interpretation of the originator.

*Stephen J. Wenthold*



**MERIDIAN SURVEYS, INC.**  
 PO BOX 549  
 FREDERICK, MD 21705  
 (301) 721-9400



Apparent occupation is shown.  
 No evidence of property corners was found.  
 PROPERTY HAS A PARTY DRIVEWAY WITH LOT 33

Date: 11-17-22 Scale: 1"=30' Drn: rcd  
 Plat Book: B  
 Plat No.: 2 NO TITLE REPORT FURNISHED  
 Work Order: 22-1459  
 Address: 7300 HOLLY AVENUE  
 District: 13  
 Jurisdiction: MONTGOMERY COUNTY, MARYLAND

**LOCATION DRAWING**

LOT 34  
 BLOCK 12  
 BRASHEARS SUBDIVISION

NOTE: This plat is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or refinancing. This plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements. This plat does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or refinancing.

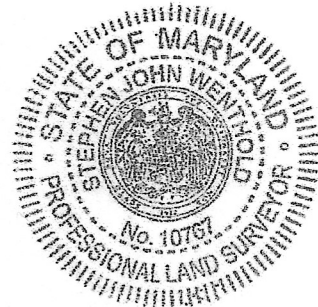
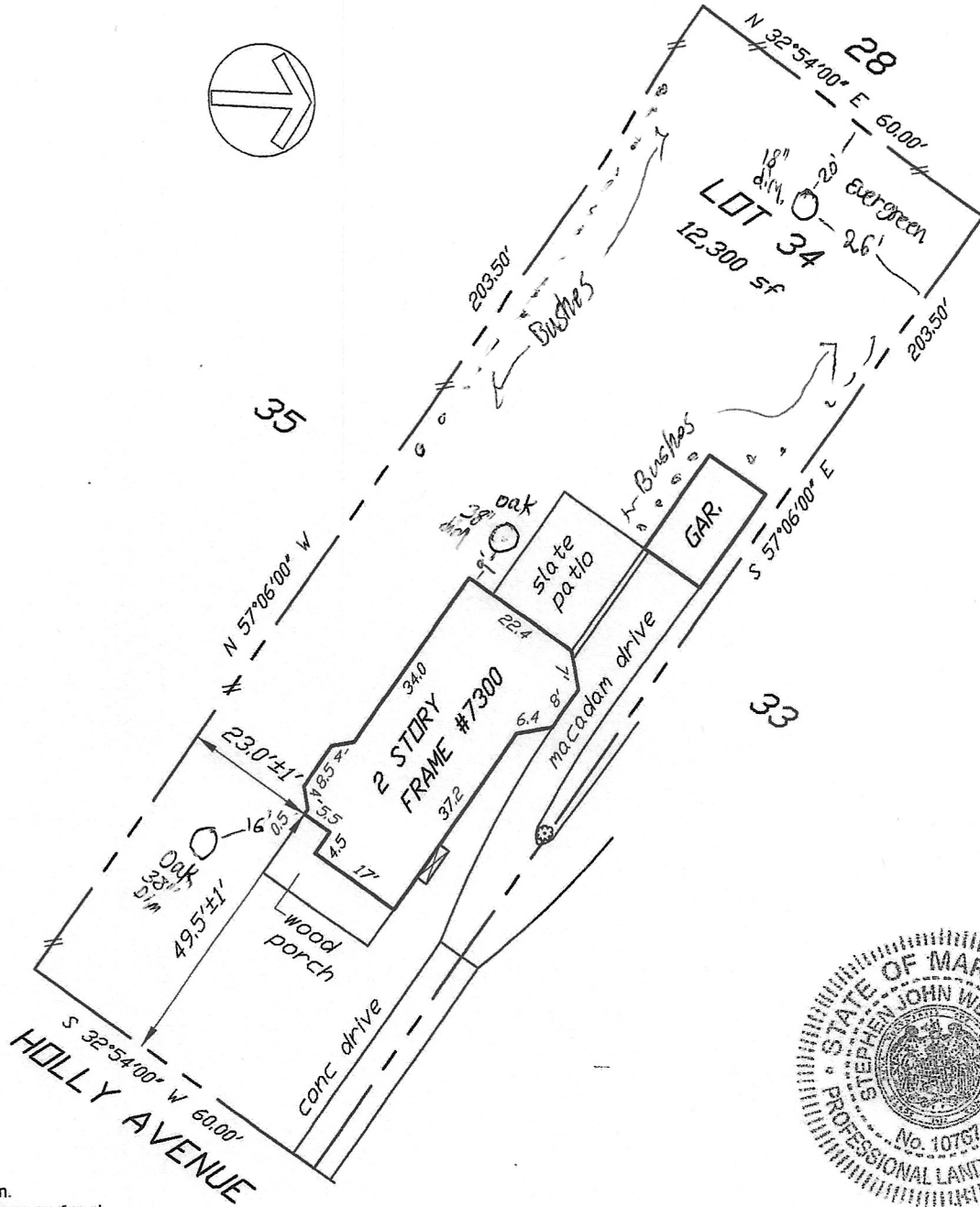
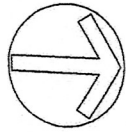
**Surveyor's Certification**  
 My License expires February 10, 2024

I hereby certify that the survey shown hereon is correct to the best of my knowledge and that, unless noted otherwise, it has been prepared utilizing description of record. This survey is not a boundary survey and the location or existence of property corners is neither guaranteed nor implied. Fence lines, if shown, are approximate in location. Building restriction lines shown are per available information and are subject to the interpretation of the originator.

*Stephen J. Wenthold*



**MERIDIAN SURVEYS, INC.**  
 PO BOX 549  
 FREDERICK, MD 21705  
 (301) 721-9400



Apparent occupation is shown.  
 No evidence of property corners was found.  
 PROPERTY HAS A PARTY DRIVEWAY WITH LOT 33

Date: 11-17-22 Scale: 1"=30' Drn: rcd  
 Plat Book: B  
 Plat No.: 2 NO TITLE REPORT FURNISHED  
 Work Order: 22-1459  
 Address: 7300 HOLLY AVENUE  
 District: 13  
 Jurisdiction: MONTGOMERY COUNTY, MARYLAND

**LOCATION DRAWING**

LOT 34  
 BLOCK 12  
 BRASHEARS SUBDIVISION

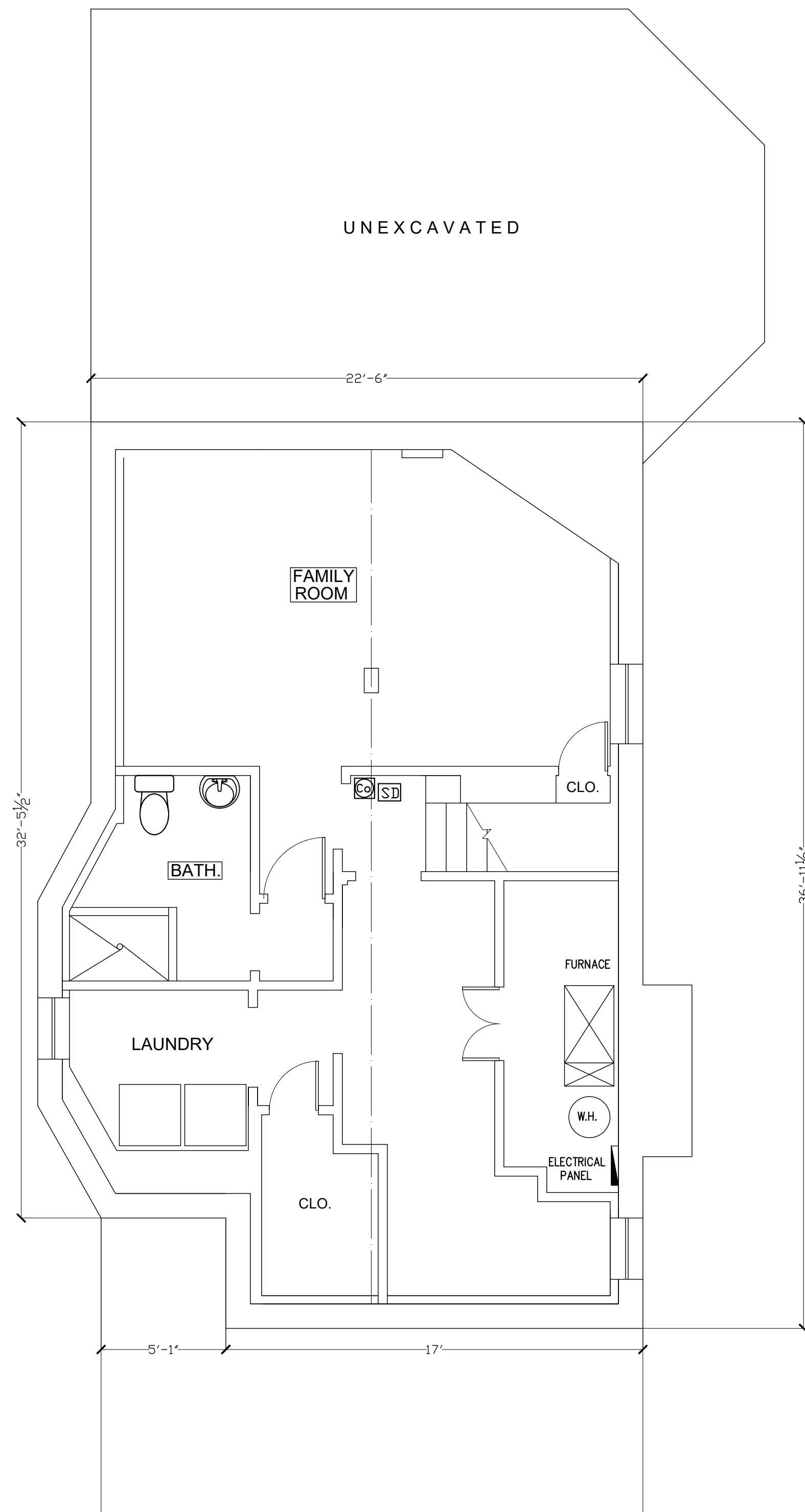
NOTE: This plat is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or refinancing. This plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements. This plat does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or refinancing.

**Surveyor's Certification**  
 My License expires February 10, 2024

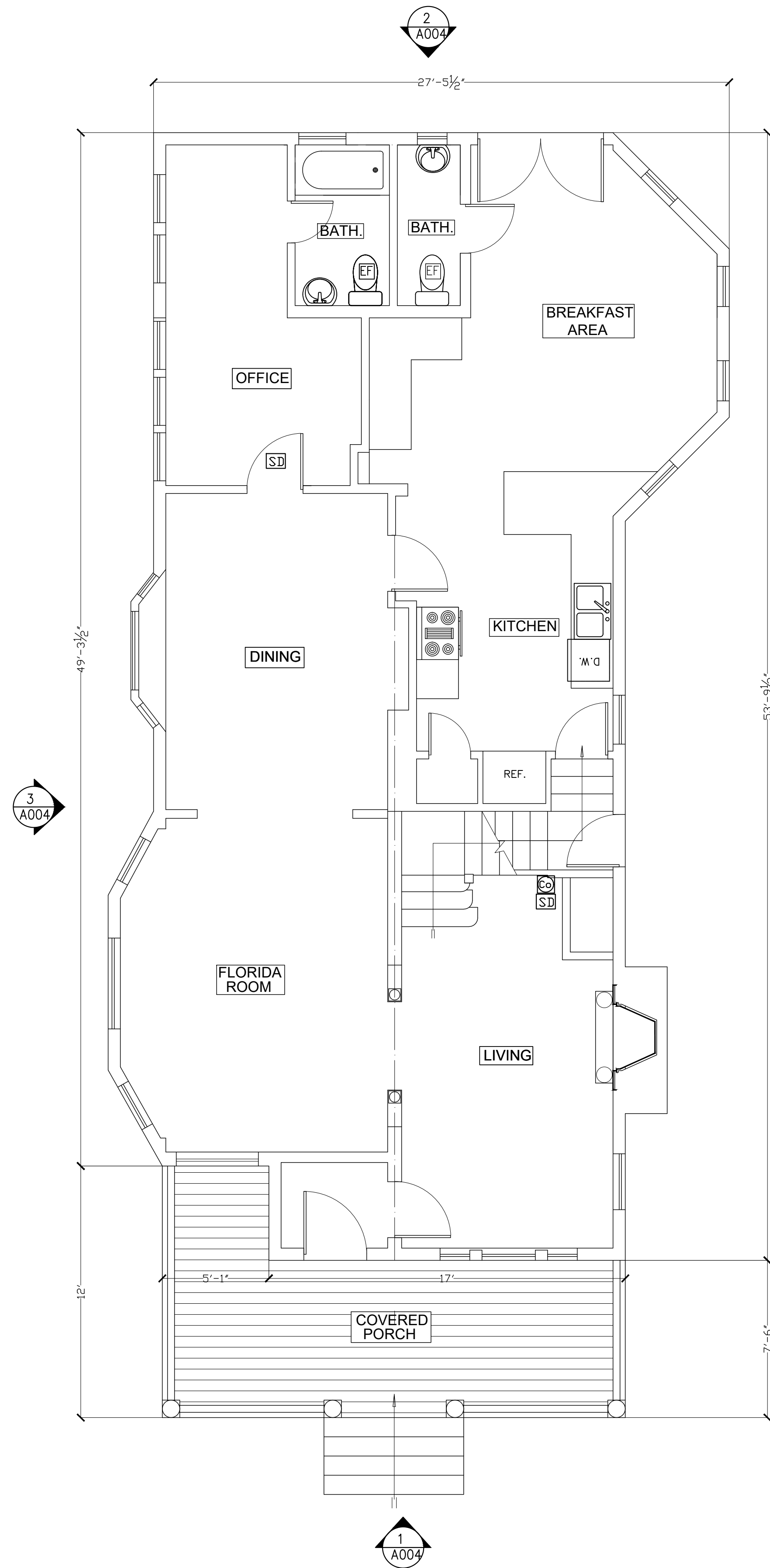
I hereby certify that the survey shown hereon is correct to the best of my knowledge and that, unless noted otherwise, it has been prepared utilizing description of record. This survey is not a boundary survey and the location or existence of property corners is neither guaranteed nor implied. Fence lines, if shown, are approximate in location. Building restriction lines shown are per available information and are subject to the interpretation of the originator.

*Stephen J. Wentz*  
 Meridian Surveys  
 MERIDIAN SURVEYS, INC.  
 PO BOX 549  
 FREDERICK, MD 21705  
 (301) 721-9400

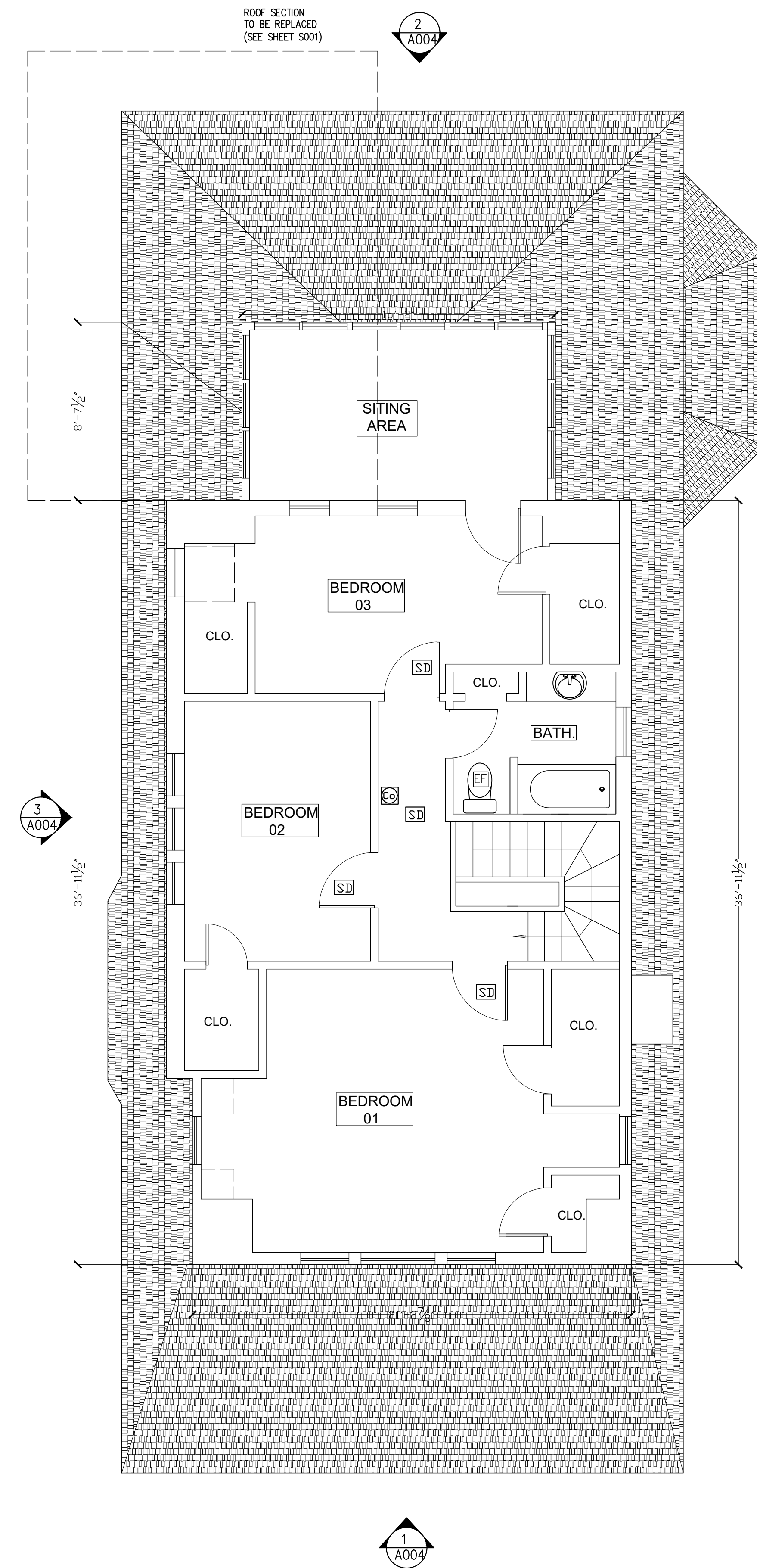




**EXISTING BASEMENT FLOOR PLAN**  
SCALE: 1/4"=1'-0"



**EXISTING FIRST FLOOR PLAN**  
SCALE: 1/4"=1'-0"



**EXISTING SECOND FLOOR PLAN**  
SCALE: 1/4"=1'-0"

**LE DESIGN LLC**  
IDEAS PROJECTS CONSTRUCTION  
5310 DORIS DR  
WALDORF, MD 20601  
PHONE: 703-725-2822  
WWW.LEDESIGN4US  
angulo1@yahoo.com

OWNER:  
**MR. & MRS. ROBERTS**  
HOUSE LOCATION:  
**7300 HOLLY AVE.  
TAKOMA PARK  
MD 20912**

**EXISTING  
FLOOR PLANS**

DRAWING BY:  
FERNANDO ANGULO

REVISION

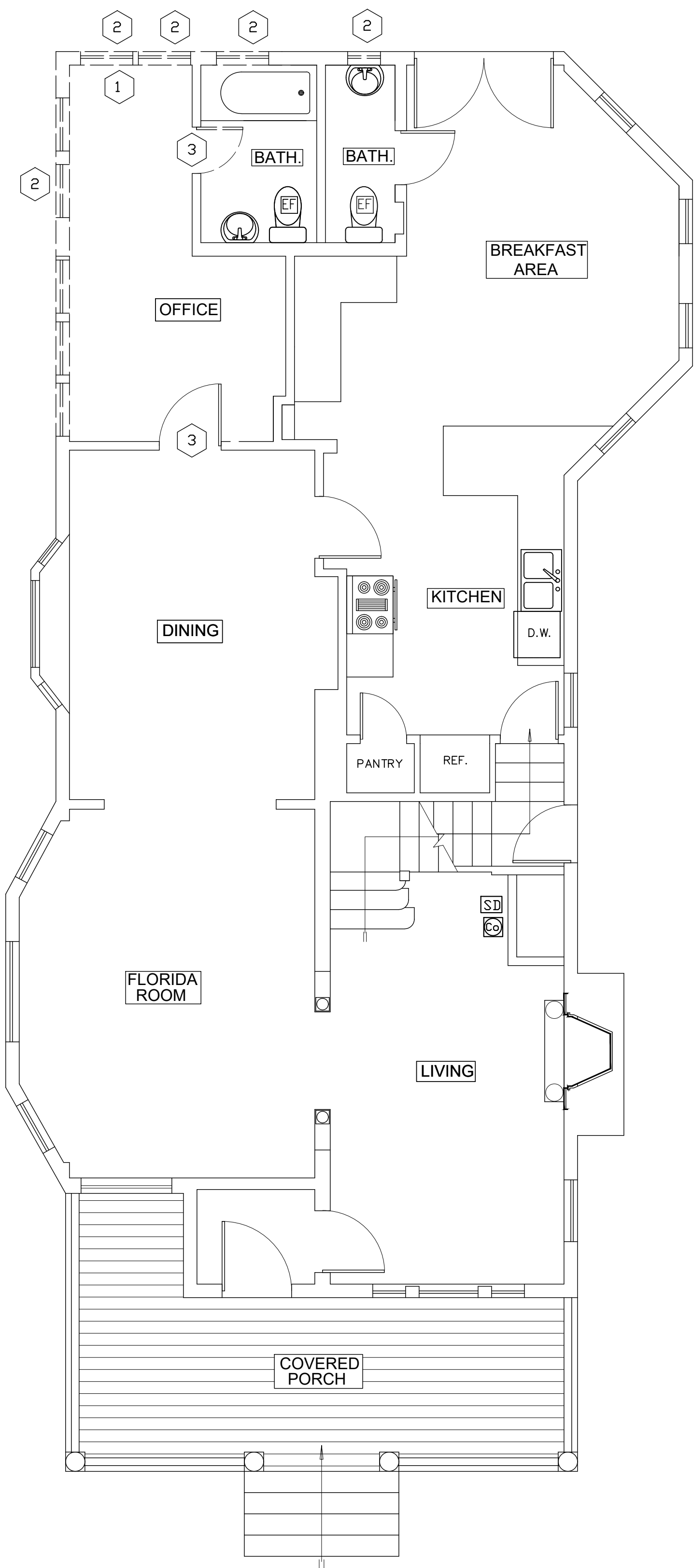
Δ	DATE

ISSUE DATE  
11/30/2022

PROJECT NUMBER

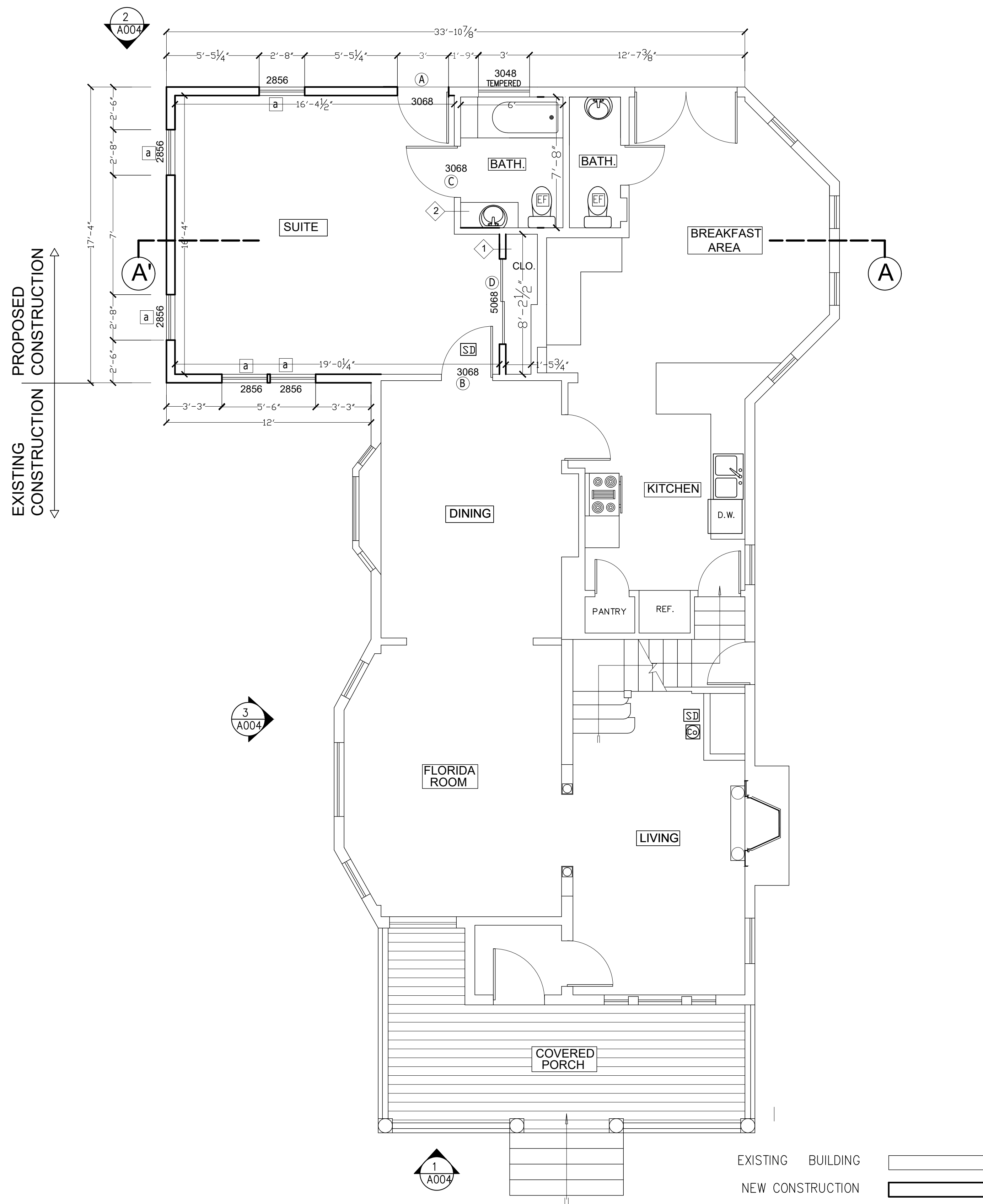
SHEET  
NUMBER

**A001**



**DEMO FIRST FLOOR PLAN**

SCALE: 1/4"=1'-0"



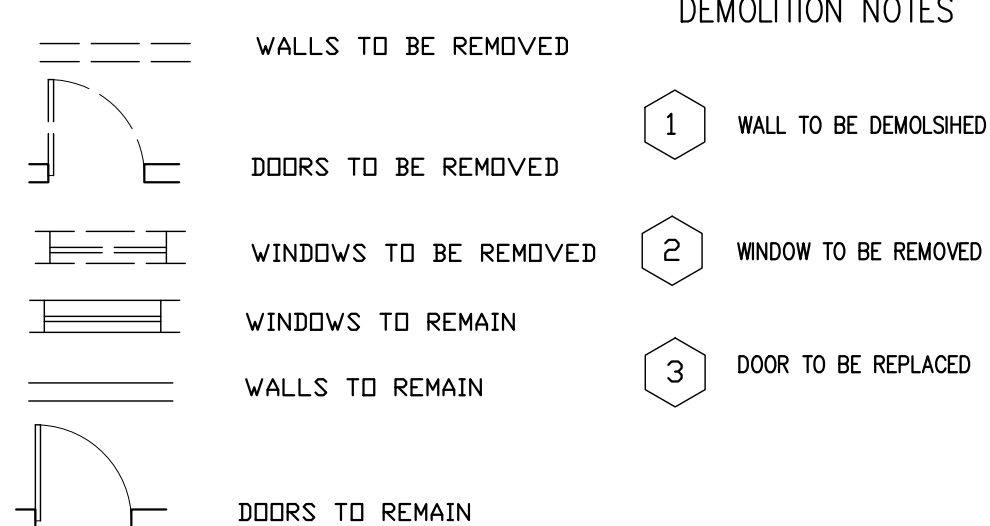
**PROPOSED FIRST FLOOR PLAN**

SCALE: 1/4"=1'-0"

**DEMOLITION NOTES**

- REMOVE ALL PORTIONS OF EXISTING WALLS, CEILINGS, FINISHES, LIGHT FIXTURES OUTLETS, ETC. AS REQUIRED TO EFFECT THE WORK SHOWN. ALL ELECTRICAL WIRING TO BE REMOVE BACK TO PANEL.
- DRAPe DUST BARRIERS OR CONSTRUCT TEMPORARY PARTITIONS TO PROTECT BALANCE OF HOUSE FROM FREE FLOW OF CONSTRUCTION DEBRIS OR DIRT THOROUGH THE AIR.
- PROTECT ALL AREAS OF HOUSE NOT LOCATED IN AREAS TO BE DISTURBED DURING CONSTRUCTION RESTORE ALL DAMAGES AREAS TO ORIGINAL CONDITION.
- REMOVE EXISTING DOORS, WINDOWS, TRIM, ETC. AS REQUIRED TO EFFECT THE WORK SHOWN OR IMPLIED BY THESE DRAWINGS.
- CONTRACTOR SHALL ENGINEER AND PROVIDE ALL SHORING AS REQUIRED TO TEMPORARILY SUPPORT EXISTING BUILDING AREAS & STRUCTURES TO REMAIN. CONTRACTOR TO NOTIFY ARCHITECT IMMEDIATELY IF ANY WALLS ARE DISCOVERED TO BE BEARING WHICH WEREN'T ORIGINALLY SHOWN IN STRUCTURAL DRAWINGS AS BEARING DURING DEMOLITION WORK.

**DEMOLITION NOTES**



**DOOR & WINDOW SCHEDULE**

DOOR SCHEDULE					
NAME	QTY	SIZE	DESCRIPTION	THICKNESS	COMMENTS
(A)	1	3068R EX		1 3/4"	
(B)	1	3068R IN		1 3/4"	
(C)	1	2068R IN		1 3/4"	
(D)	1	5068 IN		1 3/4"	CLOSET DOORS
(E)	4	2868R IN		1 3/4"	

WINDOW SCHEDULE				
NUMBER	QTY	SIZE	DESCRIPTION	COMMENTS
a	4	2856	DOUBLE HANG	
b	1	3048	DOUBLE HANG	TEMP.

**LE DESIGN LLC**  
 IDEAS PROJECTS CONSTRUCTION  
 5310 DORIS DR.  
 WALDORF, MD 20601  
 PHONE: 703-725-2822  
 WWW.LEDESIGN.US  
 angulo@le.com

OWNER:  
**MR. & MRS. ROBERTS**

HOUSE LOCATION:  
**7300 HOLLY AVE.**

**TAKOMA PARK**  
 MD 20912

**PROPOSED FIRST FLOOR PLAN**

DRAWING BY:  
 FERNANDO ANGULO

REVISION  
 DATE

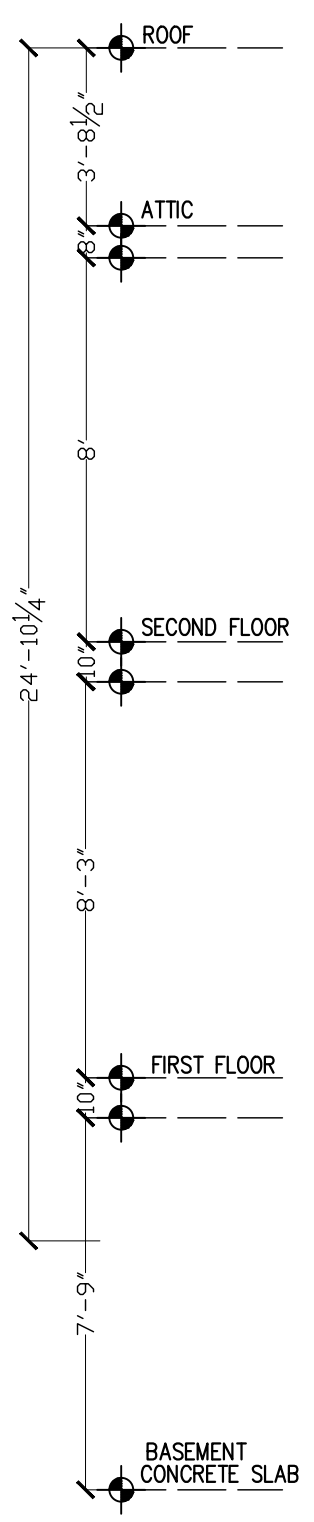
ISSUE DATE  
 11/30/2022

PROJECT NUMBER

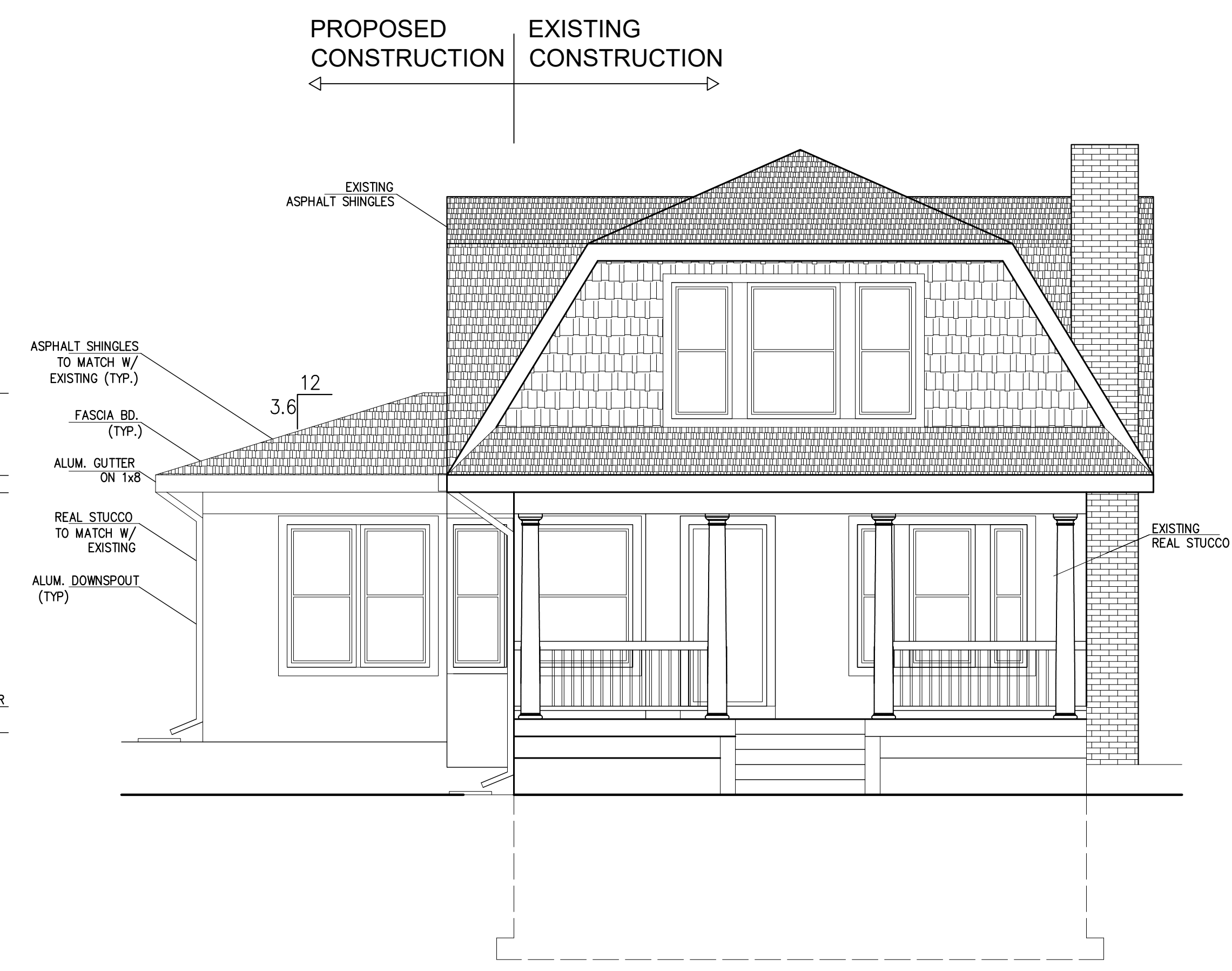
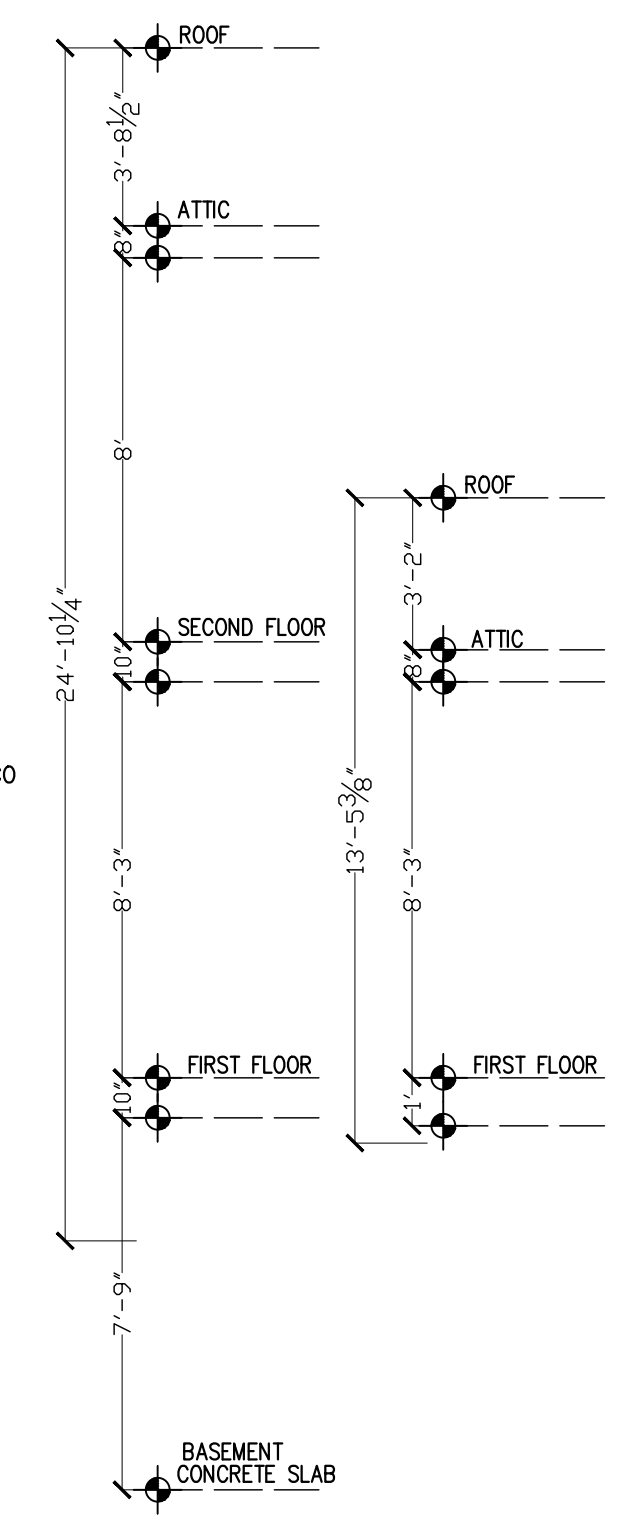
SHEET NUMBER

**A002**

REVISION	
Δ	DATE



**EXISTING FRONT ELEVATION**  
 SCALE: 1/4"=1'-0"

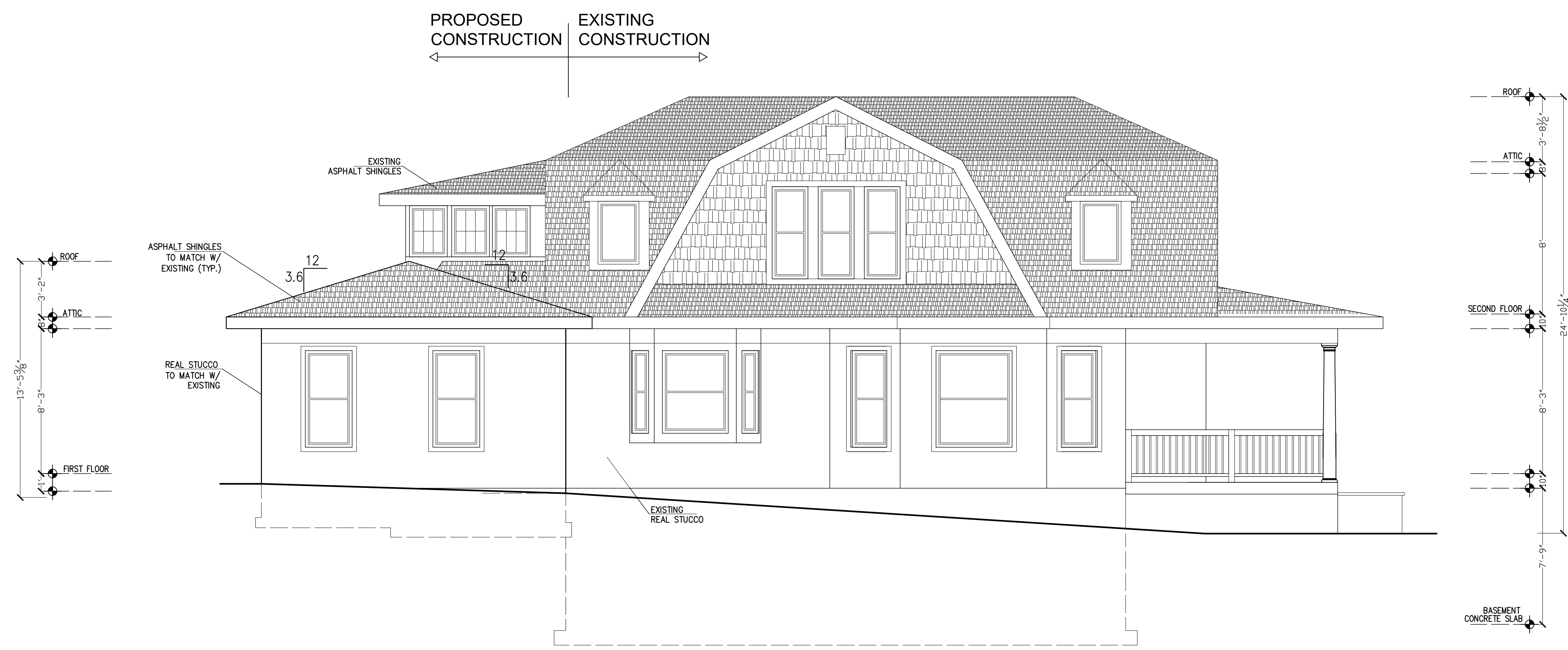


**PROPOSED FRONT ELEVATION**  
 SCALE: 1/4"=1'-0" (1/A004)



**EXISTING LEFT SIDE ELEVATION**

SCALE: 1/4"=1'-0"



**PROPOSED LEFT SIDE ELEVATION**

SCALE: 1/4"=1'-0"

3  
A004

**LE DESIGN LLC**  
 IDEAS PROJECTS CONSTRUCTION  
 5310 DORIS DR.  
 WALDORF, MD 20601  
 PHONE: 703-725-2822  
 WWW.LEDESIGN.US  
 angulo@yahoo.com

OWNER:  
**MR. & MRS. ROBERTS**  
 HOUSE LOCATION:  
**7300 HOLLY AVE.  
 TAKOMA PARK  
 MD 20912**

**ELEVATIONS**

DRAWING BY:  
**FERNANDO ANGULO**

REVISION	
Δ	DATE

ISSUE DATE  
**11/30/2022**  
 PROJECT NUMBER

SHEET NUMBER  
**A004**

OWNER:  
**MR. & MRS. ROBERTS**

HOUSE LOCATION:  
**7300 HOLLY AVE.**

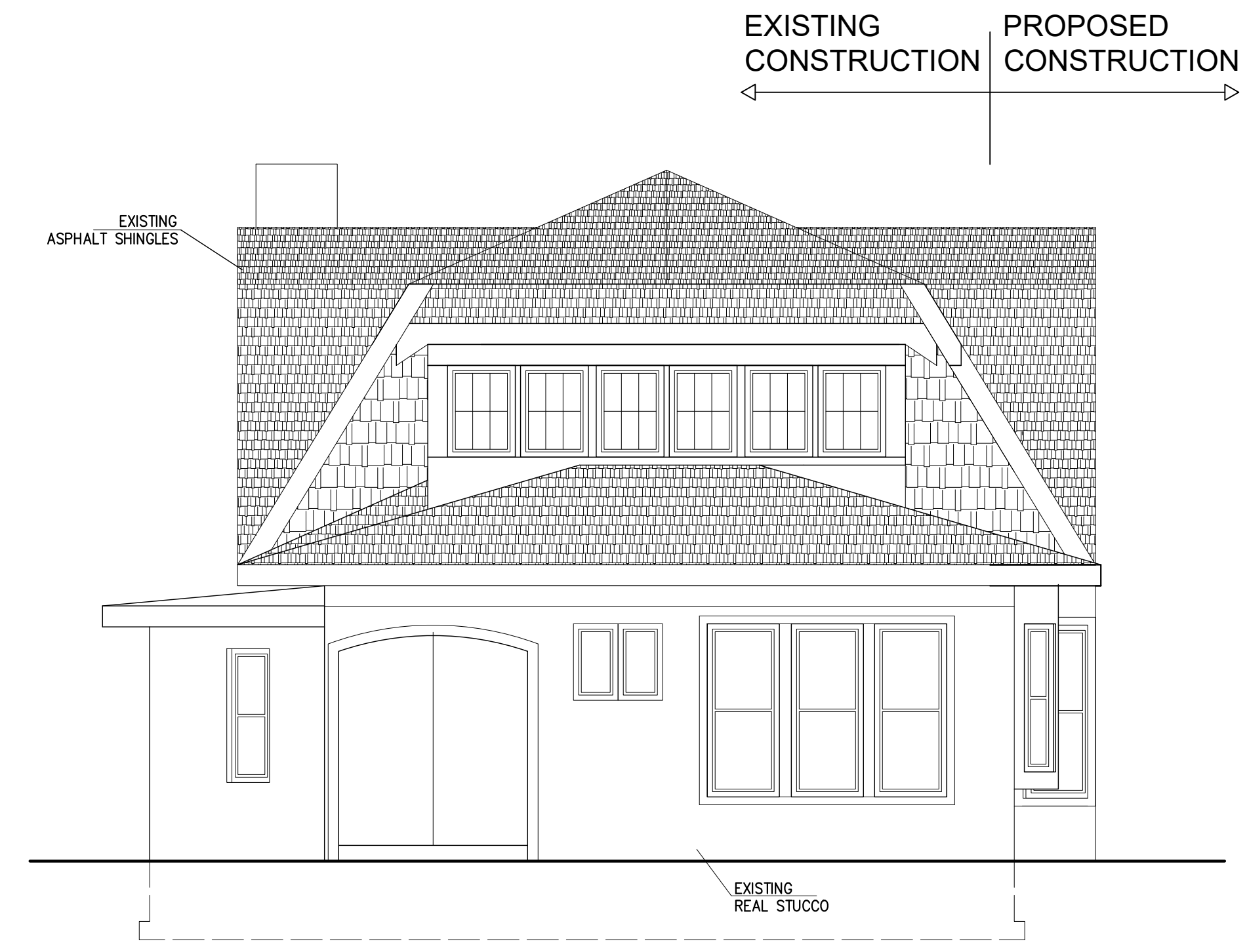
**ELEVATIONS**

DRAWING BY:  
 FERNANDO ANGULO

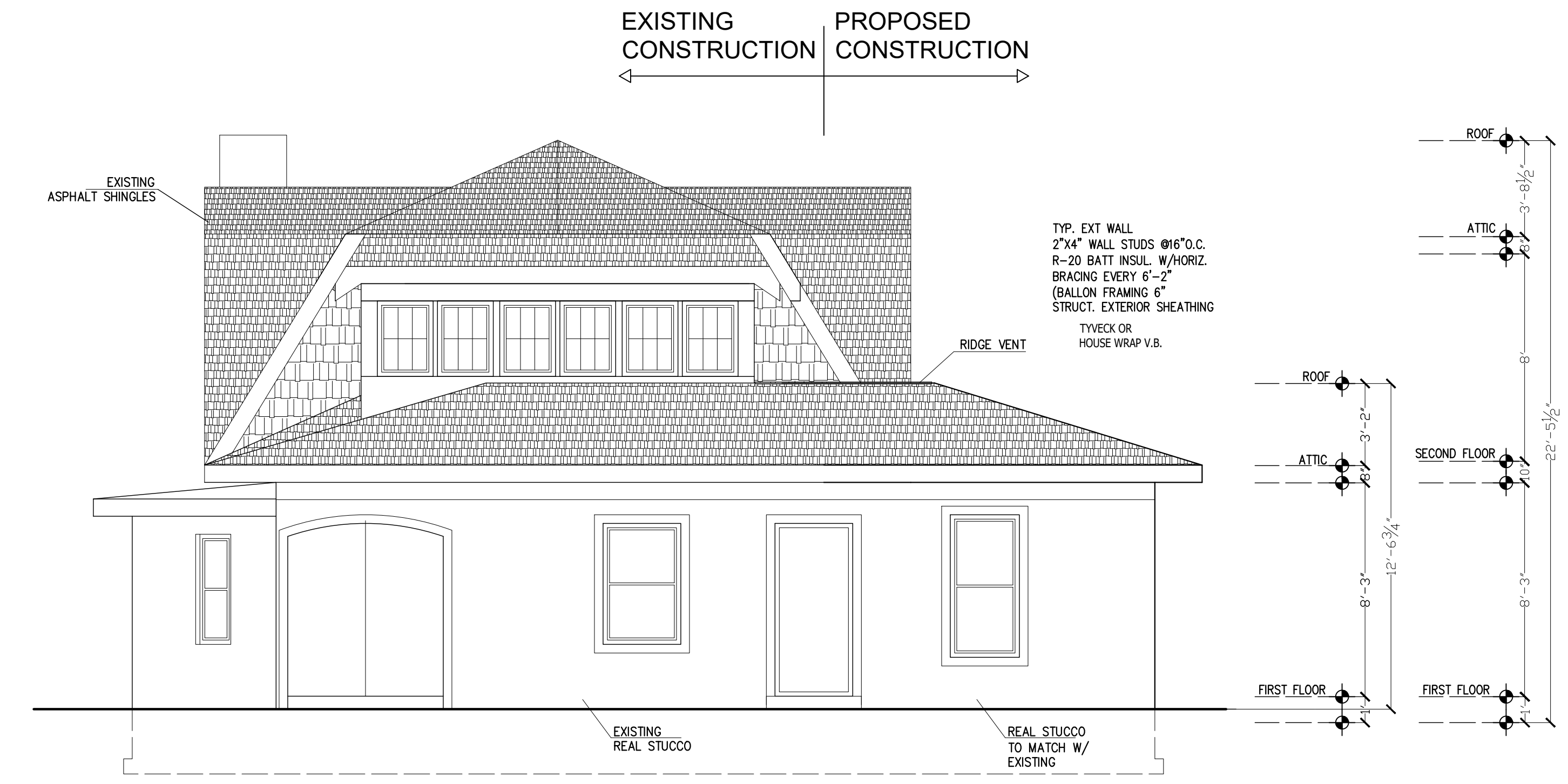
REVISION	
△	DATE

ISSUE DATE  
 11/30/2022  
 PROJECT NUMBER

SHEET NUMBER  
**A005**



**EXISTING REAR ELEVATION**  
 SCALE: 1/4"=1'-0"



**PROPOSED REAR ELEVATION**  
 SCALE: 1/4"=1'-0" 2  
A004



---

12/08/2022

APPLICATION NUMBER [W009999-111622](#)

Patrick Roberts  
[7300 Holly Ave](#)  
[Takoma Park, MD 20912](#)

Re: Tree Removal Application at:  
[7300 Holly Ave](#)  
[Takoma Park MD 20912](#)

Dear Patrick Roberts:

Permit Number: W009999-111622

This is your permit to remove the following tree from your property.  
Tree Type: **NORWAY MAPLE**  
Trunk Diameter: **20 inches**  
Tree Location Relative to House: **BACK RIGHT**

#### **Replacement Planting Requirement**

If you have opted to pay the fee-in-lieu to satisfy the entirety of your replacement planting requirement then you have satisfied the requirement and do not need do anything further.

If you have opted to fulfill your replacement planting requirement all or in part by planting trees you will have six months after receiving your permit to conduct the planting. Please read on for a reminder of the conditions you must meet and for how to provide verification documentation once your planting is completed.

#### **Conditions for Replacement Planting**

- You must plant the number of 1.5" caliper trees indicated in your preliminary approval notice, or an equivalent basal area of larger trees up to 3" caliper. For this Tree Removal Request, the number of 1.5" trees required is **(1) tree(s)**
- Trees must be planted on a private property within the City of Takoma Park.
- Trees must be of the same size category as the tree that was removed. For your tree, that is the **(LARGE)** category.
- Trees must be selected from the Approved Tree Species List, linked here: <https://documents.takomaparkmd.gov/government/public-works/Trees/Takoma-Park-Approved-Tree-Species-List.pdf>
- Documentation of the completed planting must be provided within six months after your permit is issued. Failure to plant the trees within six months is a violation of the law.

### How to Provide Documentation Verifying Completion of Planting

Once your replacement planting is complete, you must provide proof of the planting by doing the following:

1. Reply to this email and include the following:
  - A written description of the species and caliper of planted tree(s). 'Caliper' refers to the tree's trunk diameter measured at 6" from the ground.
  - The address(es) where the tree(s) were planted.
  - Attach a photo of each planted tree clearly depicting its location on the property.
  - Attach a photo, copy, or scan of your receipt or paid invoice documenting that you have purchased the tree(s).
2. Log in to MyTKPK, find this request (W009999-111622), indicate "YES" for "Replanting Documentation Submitted" and click save. This will prompt the Urban Forest Manager to review your documents and verify that the replanting has been satisfactorily completed.
3. If you have applied for multiple tree removals that require replants, please reply to each permit email documenting just the replacement trees that apply to that removed tree.

TREE WORK DONE FOR HIRE IN THE CITY OF TAKOMA PARK MUST BE CARRIED OUT BY A MARYLAND STATE LICENSED TREE EXPERT, OR LTE. HIRING SOMEONE WHO IS NOT LICENSED IS A VIOLATION OF CITY AND STATE LAW. MAKE SURE YOUR CONTRACTOR HAS A LTE NUMBER BEFORE YOU HIRE THEM.

If you have any questions, please contact the Urban Forest Manager by replying to this email.

---

To monitor the progress or update this request please log into the [\[MY TKPK\]](#)





---

12/08/2022

APPLICATION NUMBER [W009943-110322](#)

Patrick Roberts  
[7300 Holly Ave](#)  
[Takoma Park, MD 20912](#)

Re: Tree Removal Application at:  
[7300 Holly Ave](#)  
[Takoma Park MD 20912](#)

Dear Patrick Roberts:

Permit Number: W009943-110322

This is your permit to remove the following tree from your property.  
Tree Type: **PIN OAK**  
Trunk Diameter: **15 inches**  
Tree Location Relative to House: **BACK RIGHT**

#### **Replacement Planting Requirement**

If you have opted to pay the fee-in-lieu to satisfy the entirety of your replacement planting requirement then you have satisfied the requirement and do not need do anything further.

If you have opted to fulfill your replacement planting requirement all or in part by planting trees you will have six months after receiving your permit to conduct the planting. Please read on for a reminder of the conditions you must meet and for how to provide verification documentation once your planting is completed.

#### **Conditions for Replacement Planting**



- You must plant the number of 1.5" caliper trees indicated in your preliminary approval notice, or an equivalent basal area of larger trees up to 3" caliper. For this Tree Removal Request, the number of 1.5" trees required is **(2) tree(s)**
- Trees must be planted on a private property within the City of Takoma Park.
- Trees must be of the same size category as the tree that was removed. For your tree, that is the **(LARGE)** category.
- Trees must be selected from the Approved Tree Species List, linked here: <https://documents.takomaparkmd.gov/government/public-works/Trees/Takoma-Park-Approved-Tree-Species-List.pdf>
- Documentation of the completed planting must be provided within six months after your permit is issued. Failure to plant the trees within six months is a violation of the law.

### How to Provide Documentation Verifying Completion of Planting

Once your replacement planting is complete, you must provide proof of the planting by doing the following:

1. Reply to this email and include the following:
  - A written description of the species and caliper of planted tree(s). 'Caliper' refers to the tree's trunk diameter measured at 6" from the ground.
  - The address(es) where the tree(s) were planted.
  - Attach a photo of each planted tree clearly depicting its location on the property.
  - Attach a photo, copy, or scan of your receipt or paid invoice documenting that you have purchased the tree(s).
2. Log in to MyTKPK, find this request (W009943-110322), indicate "YES" for "Replanting Documentation Submitted" and click save. This will prompt the Urban Forest Manager to review your documents and verify that the replanting has been satisfactorily completed.
3. If you have applied for multiple tree removals that require replants, please reply to each permit email documenting just the replacement trees that apply to that removed tree.

TREE WORK DONE FOR HIRE IN THE CITY OF TAKOMA PARK MUST BE CARRIED OUT BY A MARYLAND STATE LICENSED TREE EXPERT, OR LTE. HIRING SOMEONE WHO IS NOT LICENSED IS A VIOLATION OF CITY AND STATE LAW. MAKE SURE YOUR CONTRACTOR HAS A LTE NUMBER BEFORE YOU HIRE THEM.

If you have any questions, please contact the Urban Forest Manager by replying to this email.

---

To monitor the progress or update this request please log into the [\[MY TKPK\]](#)





---

12/08/2022

APPLICATION NUMBER [W009942-110322](#)

Patrick Roberts  
[7300 Holly Ave](#)  
[Takoma Park, MD 20912](#)

Re: Tree Removal Application at:  
[7300 Holly Ave](#)  
[Takoma Park MD 20912](#)

Dear Patrick Roberts:

Permit Number: W009942-110322

This is your permit to remove the following tree from your property.

Tree Type: **SUGAR MAPLE**

Trunk Diameter: **27.6 inches**

Tree Location Relative to House: **FRONT RIGHT**

#### **Replacement Planting Requirement**

If you have opted to pay the fee-in-lieu to satisfy the entirety of your replacement planting requirement then you have satisfied the requirement and do not need do anything further.

If you have opted to fulfill your replacement planting requirement all or in part by planting trees you will have six months after receiving your permit to conduct the planting. Please read on for a reminder of the conditions you must meet and for how to provide verification documentation once your planting is completed.

#### **Conditions for Replacement Planting**

- You must plant the number of 1.5" caliper trees indicated in your preliminary approval notice, or an equivalent basal area of larger trees up to 3" caliper. For this Tree Removal Request, the number of 1.5" trees required is **(7) tree(s)**
- Trees must be planted on a private property within the City of Takoma Park.
- Trees must be of the same size category as the tree that was removed. For your tree, that is the **(LARGE)** category.
- Trees must be selected from the Approved Tree Species List, linked here: <https://documents.takomaparkmd.gov/government/public-works/Trees/Takoma-Park-Approved-Tree-Species-List.pdf>
- Documentation of the completed planting must be provided within six months after your permit is issued. Failure to plant the trees within six months is a violation of the law.

### How to Provide Documentation Verifying Completion of Planting

Once your replacement planting is complete, you must provide proof of the planting by doing the following:

1. Reply to this email and include the following:
  - A written description of the species and caliper of planted tree(s). 'Caliper' refers to the tree's trunk diameter measured at 6" from the ground.
  - The address(es) where the tree(s) were planted.
  - Attach a photo of each planted tree clearly depicting its location on the property.
  - Attach a photo, copy, or scan of your receipt or paid invoice documenting that you have purchased the tree(s).
2. Log in to MyTKPK, find this request (W009942-110322), indicate "YES" for "Replanting Documentation Submitted" and click save. This will prompt the Urban Forest Manager to review your documents and verify that the replanting has been satisfactorily completed.
3. If you have applied for multiple tree removals that require replants, please reply to each permit email documenting just the replacement trees that apply to that removed tree.

TREE WORK DONE FOR HIRE IN THE CITY OF TAKOMA PARK MUST BE CARRIED OUT BY A MARYLAND STATE LICENSED TREE EXPERT, OR LTE. HIRING SOMEONE WHO IS NOT LICENSED IS A VIOLATION OF CITY AND STATE LAW. MAKE SURE YOUR CONTRACTOR HAS A LTE NUMBER BEFORE YOU HIRE THEM.

If you have any questions, please contact the Urban Forest Manager by replying to this email.

---

To monitor the progress or update this request please log into the [\[MY TKPK\]](#)

