



Submitted online
(w/o attachments) 5/21/2025

FOR STAFF ONLY:
HAWP# 1118459
DATE ASSIGNED _____

**APPLICATION FOR
HISTORIC AREA WORK PERMIT**
HISTORIC PRESERVATION COMMISSION
301.563.3400

APPLICANT:

Name: Ellen Brown
Address: 7310 Baltimore Ave.
Daytime Phone: 3014952712 (landline) or 3013320722 (cell)

E-mail: ebbrown2005@verizon.net
City: Takoma Park Zip: 20912
Tax Account No.: _____

AGENT/CONTACT (if applicable):

Name: _____
Address: _____
Daytime Phone: _____

E-mail: _____
City: _____ Zip: _____
Contractor Registration No.: _____

LOCATION OF BUILDING/PREMISE: MIHP # of Historic Property _____

Is the Property Located within an Historic District? X Yes/District Name Takoma Park
_____ 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:

- | | | |
|---|--|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Deck/Porch | <input type="checkbox"/> Shed/Garage/Accessory Structure |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fence | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Hardscape/Landscape | <input checked="" type="checkbox"/> Tree removal/planting |
| <input type="checkbox"/> Grading/Excavation | <input type="checkbox"/> Roof | <input type="checkbox"/> Window/Door |
| | | <input type="checkbox"/> 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.

Ellen Brown _____ 5/21/2025
Signature of owner or authorized agent Date

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

Owner's mailing address
7310 Baltimore Ave.
Takoma Park, MD 20912

Owner's Agent's mailing address

Adjacent and confronting Property Owners mailing addresses

7312 Baltimore Ave.
Takoma Park, MD 20912

7308 Baltimore Ave.
Takoma Park, MD 20912

7313 Baltimore Avenue
Takoma Park, MD 20912

7307 Baltimore Avenue
Takoma Park, MD 20912

7311 Baltimore Avenue
Takoma Park, MD 20912

7321 Takoma Avenue
Takoma Park, MD 20912

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

This is a single family house built in 1917. It is on a narrow lot with a dying maple in the middle of the back yard.

The City of Takoma Park approved a preliminary approval for removal of the maple on 5/15/2025. The email is attached.

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

Mature maple is dying and likely has verticillium wilt, based on 3 years of monitoring by a private arborist. During storms, large diameter limbs (some up to 30-40 feet long) have blown down. Large chunks of bark have fallen from various limbs with many other locations having areas where bark has fallen or is cracked open and will soon fall. The tree has been monitored and thinned annually to remove dead areas for at least 3 years. It is very thin with sparse foliage compared to many years ago when it was healthy. The tree should be removed before other limbs or the tree fall and injure a person or the house.

Work Item 1: remove maple tree in back yard

Description of Current Condition:

Mature maple is dying and likely has verticillium wilt, based on 3 years of monitoring by a private arborist. During storms, large diameter limbs (some up to 30-40 feet long) have blown down. Large chunks of bark have fallen from various limbs with many other locations having areas where bark has fallen or is cracked open and will soon fall. The tree has been monitored and thinned annually to remove dead areas for at least 3 years. It is very thin with sparse foliage compared to many years ago when it was healthy. The tree should be removed before other limbs or the tree fall and injure a person or the house.

Proposed Work:

Remove dying maple tree

Work Item 2: _____

Description of Current Condition:

Proposed Work:

Work Item 3: _____

Description of Current Condition:

Proposed Work:

HISTORIC AREA WORK PERMIT CHECKLIST OF APPLICATION REQUIREMENTS

	Required Attachments						
Proposed Work	1. Written Description	2. Site Plan	3. Plans/ Elevations	4. Material Specifications	5. Photographs	6. Tree Survey	7. Property Owner Addresses
New Construction	*	*	*	*	*	*	*
Additions/ Alterations	*	*	*	*	*	*	*
Demolition	*	*	*		*		*
Deck/Porch	*	*	*	*	*	*	*
Fence/Wall	*	*	*	*	*	*	*
Driveway/ Parking Area	*	*		*	*	*	*
Grading/Excavation/Landscaping	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*

Tree Removal Request :: W012951-050625 - Preliminary Approval

From: Online Customer Service Center (takomaparkmd@mycusthelp.com)

To: ebbrown2005@verizon.net

Date: Thursday, May 15, 2025 at 11:00 AM EDT

05/15/2025

APPLICATION NUMBER W012951-050625

Ellen Brown
7310 Baltimore Ave.
Takoma Park, MD 20912

Re: Tree Removal Application at:
7310 Baltimore Ave
Takoma Park MD 20912

Dear Ellen Brown:

The City of Takoma Park has assessed this tree identified in your Tree Removal Permit Application. Below are the notes from the assessment:

Tree Type: **SILVER MAPLE**
Trunk Diameter: **30.5 inches**
Tree Location Relative to House: **BACK CENTER**

Tree Condition Rating (1-5):
Crown/Branches: **1**
Root & Root Collar: **2**
Tree Health & Species Profile: **2**
Trunk: **2**
Criterion Total (4-20): **7**

Assessment Notes:

Low to moderately vigorous tree currently in the decline spiral process. Significantly sparse in the upper canopy, decay columns in scaffolding branches, and included bark at bifurcation. Likely able to preserve for additional years, but beyond that timeline would require an unreasonable extent of arboricultural inputs. Large canopy tree. Moderate impact to canopy reduction if removed. Within 1x height of tree is the home.

Based on this assessment, your application has received **Preliminary Approval**.

You have not yet received a permit to remove this tree.

Preliminary approval means that the City will post your property for a 15 day period beginning 05/15/2025 and ending for public comment. A permit to remove the tree will be granted after the comment period is completed and the City receives the signed agreement to adhere to the City's tree replacement requirement. If public comments are received that request an appeal of the removal, a hearing before the Tree Commission will be scheduled to determine if removal can proceed.

Historic Area Work Permit (HAWP)

Additionally, since your property is located within the Historic District, you are required to receive a HISTORIC AREA WORK PERMIT (HAWP). To apply for a HAWP, contact Montgomery County Department of Permitting Services by phone 301-563-3400, by email MCP-Historic@mncppe-mc.org or online at:

<https://montgomeryplanning.org/planning/historic/historic-area-work-permits/>

Note that this preliminary permit letter may serve as the Tree Survey required for your HAWP application.

Replacement Planting Requirement

Permits for trees that are not determined to be dead or hazardous come with a replacement planting obligation. The City Code defines a formula to be used in calculating the number of trees required to be planted using the trunk diameter and the Urban Forest Manager's condition assessment of the removed tree. After your 15-day appeal period is completed, you will need to indicate the method with which you would like to fulfill your replacement planting obligation. You have three ways you can do this:

- Agree to plant the required trees
- Pay a fee-in-lieu of planting equaling \$312 per 1.5" trunk caliper tree
- A combination of both tree planting agreement and fee-in-lieu payment

Conditions for Replacement Planting Option

- 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. [See here for a map of the City's boundaries.](#)
- 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%20-%202023.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.
- You cannot use a publicly subsidized program, including the City's Tree Takoma program, to plant your required trees. If you would like to use the Tree Takoma program or another public tree planting program, you must opt to pay the fee-in-lieu to satisfy your requirement.

Conditions for Fee-in-Lieu Payment Option

- Indicate that you would like to pay the fee-in-lieu instead of planting via the MyTKPK portal and pay the invoice generated by City Staff.
- The fee-in-lieu amount to satisfy your entire replacement planting obligation is \$312 times **(1) tree(s)**, or: **(\$312)**

An email notice with further instructions will be sent after your application has passed its 15-day appeal period.

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

Ellen Brown, 7310 Baltimore Ave., Takoma Park, MD 20912









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