



FOR STAFF ONLY:  
HAWP# 1125778  
DATE ASSIGNED \_\_\_\_\_

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

**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:**

☐ New Construction

☐ Deck/Porch

☐ Shed/Garage/Accessory Structure

☐ Addition

☐ Fence

☐ Solar

☐ Demolition

☐ Hardscape/Landscape

☐ Tree removal/planting

☐ Grading/Excavation

☐ Roof

☐ 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.

  
\_\_\_\_\_  
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**

**Owner's Agent's mailing address**

**Adjacent and confronting Property Owners mailing addresses**

**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:





Stephanie Papa &lt;stephanie.d.papa@gmail.com&gt;

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**Tree Removal Request :: W013124-062025 - 15-Day Appeal Period Complete**

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Online Customer Service Center &lt;TakomaParkMD@mycusthelp.com&gt;

Thu, Jul 10, 2025 at 7:07 AM

To: "stephanie.d.papa@gmail.com" &lt;stephanie.d.papa@gmail.com&gt;

07/10/2025

APPLICATION NUMBER [W013124-062025](#)

Stephanie Papa  
[20 Hickory Avenue](#)  
[Takoma Park, MD 20912](#)

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

Dear Stephanie Papa:

Your Tree Removal Request for the above referenced tree has passed its 15-Day Appeal Period and is now eligible for a City of Takoma Park Tree Removal Permit after you satisfy the replacement planting obligation to compensate for the lost tree canopy. This notice provides details regarding this obligation as well as how to take the correct steps to move your permit application forward.

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. You have three ways you can satisfy this replacement planting obligation:

- 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 **(18) 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://library.takomaparkmd.gov/DocumentCenter/View/956/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.

- 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 **(18) tree(s)**, or: **(\$5616)**

**HOW TO COMPLETE THE REPLACEMENT PLANTING AGREEMENT ONLINE:**

1. Click the following link to view your Tree Removal Request in MyTKPK: [W013124-062025](#)
2. Enter the email address you used to apply for the permit, if prompted for it.
3. Scroll down to "Replacement Planting Agreement". For "Replacement Plan" select "Pay Fee in Lieu of Planting", "Plant the Required Trees", or "Combination of Tree Planting and Fee Payment" and fill in the information you are asked for.

With this complete, Public Works staff will be prompted to review your replacement plan and generate an invoice to pay the fee-in-lieu if needed. Please be on the lookout for further communications after submitting your information.

**Also, note that if you do not complete the actions discussed in this notice within 6 months of the date of Preliminary Approval, your application will be withdrawn with no permit issued.**

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



Stephanie Papa <stephanie.d.papa@gmail.com>

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## INVOICE - Tree Removal Application #W013124-062025

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Online Customer Service Center <TakomaParkMD@mycusthelp.com>

Thu, Jul 17, 2025 at 10:24 AM

To: "stephanie.d.papa@gmail.com" <stephanie.d.papa@gmail.com>



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RE: Tree Removal Application, Reference # [W013124-062025](#)

Dear Stephanie Papa,

Your selection for how you intend to fulfill the replanting requirement for Tree Removal Request W013124-062025 has been updated. Public Works staff will review your selection and generate an invoice for the applicable fee-in-lieu amount. An email notification will be sent to you when your invoice is ready.



















# 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	*	*	*	*	*		*