

**WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE  
PLANNING AND ZONING DIVISION**

515 W. Moreland Blvd. Room AC 230 Waukesha, Wisconsin 53188 (262) 548-7790  
Email [pod@waukeshacounty.gov](mailto:pod@waukeshacounty.gov) Website [www.waukeshacounty.gov/planningandzoning](http://www.waukeshacounty.gov/planningandzoning)

**VEGETATION REMOVAL PERMIT APPLICATION SUBMITTAL FORM AND CHECKLIST**

***Prior to a Vegetation Removal Zoning Permit Application being considered complete for review purposes, the following information must be submitted with the application.***

***\*All electronic submittals shall be sent via email to [pod@waukeshacounty.gov](mailto:pod@waukeshacounty.gov) or planning staff only. No external devices such as thumb drives, CD's, etc. may be submitted and will be returned due to County IT policies.***

- A complete *Vegetation Removal Worksheet and Application Form* with owner signature or a *Landowners Authorization Agent Form*.
- Wetland Notice Form* signed by owner.
- Fee (see *Fee Schedule* at <https://www.waukeshacounty.gov/ZPFees/?LangType=1033>). A fee is not required for the proposed removal of less than three (3) trees or for invasive species removal only.
- Five (5) printed and one (1) electronic\* scaled Plat of Survey or accurate Site Plan drawn to scale. The map shall include the following existing and proposed conditions:
  - o Location of road right-of-ways and access easements.
  - o Lot dimensions and area.
  - o Ordinary High Water Mark and 1% chance floodplain locations and elevations, if applicable.
  - o Environmental Corridor/Isolated Natural Resource Area and wetland locations, if applicable.
  - o Location and dimensions of all existing and proposed structures on the lot and their uses.
  - o Location of existing/proposed wells and septic systems on the lot.
  - o Location, type, and size of existing trees to be removed.
  - o Location, type, and size of replacement trees.
  - o Location, type, and densities of shrubs and groundcover to be removed.
  - o Location, type, and densities of shrubs and groundcover to be replaced.
  - o Location and dimensions of the access and viewing corridor (only applicable if activities are located within 35 feet of the shore).
  - o Timetable for completion.
  - o Additional features may be required to be shown in accordance with the Ordinance.

If three (3) or more trees or 300 sq. ft. or more of groundcover or shrubbery are proposed to be removed, the Plat of Survey or Site Plan shall also include:

- o A full inventory of existing vegetation within the project area, including location, type and size of trees and/or density of shrubbery and/or groundcover.
- o Identification of existing vegetation that is proposed to be removed and the reason(s) for the removal. The Zoning Administrator has the authority to request that a Certified Arborist verify that a tree is diseased, dying, dead, or causes harm due to overcrowding.
- o Location, type, and size or density of vegetation replacement, including a three (3)-year Performance Measure Plan.
- o Method of erosion control to be utilized for the duration of the project.

**AN INCOMPLETE APPLICATION FORM OR MISSING INFORMATION WILL CAUSE DELAY IN THE ISSUANCE OF THE ZONING PERMIT, AND THE APPLICATION MAY BE RETURNED FOR ADDITIONAL INFORMATION.**

**THE ZONING ADMINISTRATOR WILL ESTABLISH A DEADLINE FOR THE REPLACEMENT OF VEGETATION BASED ON THE INDIVIDUAL REQUEST AND SITE LIMITATIONS.**

For Office Use Only: Submittal Requirements Complete/Electronic Files Stored ZA Initials \_\_\_\_\_ Date \_\_\_\_\_

**VEGETATION REMOVAL WORKSHEET AND APPLICATION**

|  |  |
|--|--|
| <b>OFFICE USE ONLY (Form Created 8/29/19)</b>  |  |
| Fee Pd. (see <i>Fee Schedule</i> ) _____   | Receipt No: _____ Permit Reviewed by: _____ ZP Appl. No. _____ ZP No. _____                                  |
| ATF Y/N Request sent to LA or Professional Y / N File _____                            | Building Inspector _____ Owner _____ Applicant _____   |
| Zoning Code _____ SFPO _____   | Zoning District(s) _____ Compliance with Ordinance: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Legal Description (from survey) _____  | Town _____   |
| Natural Resources present on property: PEC / SEC / INRA / FP / WL / Navigable Waterway |  |

|   |   |
|---|---|
| Property Owner _____<br>Tax Key No(s). _____<br>Property Address _____<br>Mailing Address _____<br>Email Address _____<br>Phone No. _____ | Applicant (if different) _____<br>Mailing Address: _____<br>_____<br>Email Address: _____<br>_____<br>Phone No. _____ |
|---|---|

**Proposed Vegetation Removal Project** (Note: A permit is not required for pruning/trimming):  
Describe in detail the proposed work to be completed and the purpose (if more space is needed, attach additional sheets) \_\_\_\_\_

**Applicability of Vegetation Removal Regulation** (\*Note: more than one (1) of the vegetation removal types may apply)  
\*The attached Vegetation Removal Permit Application Submittal Form and Checklist must be included with this application.

- Vegetation Removal within 35 feet of a Navigable Waterway**
- o Identify the existing and/or proposed access and viewing corridor (vegetation removal is allowed without replacement)
    - One (1) access and viewing corridor is allowed, unless otherwise approved by the Zoning Administrator.
    - All structures/improvements must be located within the access and viewing corridor.
    - The access and viewing corridor is limited to 35% of the shoreline frontage.

|                              |   |                                     |
|------------------------------|---|-------------------------------------|
| Shoreline Frontage _____ ft. | Access and Viewing Corridor Width _____ ft. | _____ % Access and Viewing Corridor |
|------------------------------|---|-------------------------------------|

- Priority Tree Removal within 300 feet of a Navigable Waterway**
- o A tree is designated as a *Priority Tree* only if it meets all of the following criteria:
    - The tree species (type) is identified at the end of the Vegetation Removal Requirements Form, and
    - The tree is at least twelve (12) inches in diameter at breast height, and
    - The tree is located within 300 feet of a navigable waterway.

**Vegetation Removal within an area zoned E-C Environmental Corridor or E-C Environmental Corridor Overlay**

Total Lot Area (sq. ft.) \_\_\_\_\_ Sewer Y/N \_\_\_\_\_ If no, type of private septic system \_\_\_\_\_ Private Well Y/N/Other \_\_\_\_\_

|  |   |
|--|---|
| Existing Area of Disturbance on Lot (sq. ft.)* _____                     | _____ % of the lot disturbed              |
| Post-Project (existing and proposed) Disturbance on Lot (sq. ft.)* _____ | _____ % of the lot disturbed post-project |

\*Area of disturbance includes all structures, un-naturalized yard, septic, and driveway areas on the lot, regardless of E-C status.

- Vegetation Removal within an area zoned C-1 Conservancy or C-1 Conservancy Overlay**
- Land Altering Activities associated with Vegetation Removal**
- o Additional permit/s are required for land altering activities. Please contact the Planning and Zoning Division for more information.

The undersigned states that the foregoing information is true and accurate to the best of his/her knowledge; it is hereby agreed that for and in consideration of the issuance of a zoning permit that the foregoing work will be carried out as defined in this application; that all applicable ordinances or codes of the state, county, and town will be complied with in carrying out the proposed work stated in the application, and work will not commence before all required permits have been obtained from the appropriate agencies, as applicable. If any changes or deviations are made from the original application, a new permit is required. Failure to comply with the permit as issued will result in the revocation of the permit or other penalties. By signing this form, the owner or his/her authorized agent is giving their consent for the Dept. of Parks and Land Use to inspect the site as necessary and related to this application even if the property has been posted against trespassing pursuant to Wis. Stat.

**Signature (owner)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Application (approved) (denied) by Zoning Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**SEE ATTACHED SHEET FOR CONDITIONS OF APPROVAL OR REASONS FOR DENIAL**

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**VEGETATION REMOVAL REQUIREMENTS**

*Note: More than one (1) of the vegetation removal types may apply.*

**Vegetation Removal within 35 feet of a Navigable Waterway**

- A Vegetation Removal Permit is required for **all** vegetation removal activities within 35 ft. of a navigable waterway, except routine maintenance (trimming and pruning).
- Removal of trees and shrubs is allowed in order to create an access and viewing corridor, subject to the following:
  - Only one (1) access and viewing corridor is allowed, unless otherwise approved by the Zoning Administrator.
  - All structures/improvements must be located within the access and viewing corridor.
  - The access and viewing corridor is limited to 35% of the shoreline frontage.
- Vegetation removal outside of the access and viewing corridor is limited to:
  - Invasive species removal,
  - Dead and damaged vegetation,
  - Vegetation that may spread disease,
  - Vegetation that creates an imminent safety hazard
- All vegetation types removed outside of the access and viewing corridor must be replaced at a 1:1 ratio.
  - Healthy trees must be replaced with a native tree at least two (2) inches in diameter at breast height.
  - Invasive, dead, damaged, and diseased trees and trees that create an imminent safety hazard must be replaced with a native tree at least one (1) inch in diameter at breast height.
  - Shrubbery and groundcover removal require replacement with native species at densities specified in the [Biology Technical Note 1: Shoreland Habitat \(see Planning and Zoning Division for a copy\)](#).
  - The above requirements may be modified by the Zoning Administrator if replacement is not practical due to soil conditions, crowding, or other site specific conditions.
- Removal of trees and shrubs on parcels within ten (10) or more acres of forested land must comply with the “Generally Accepted Forestry Management Practices” as defined in NR 1.25(2)(b) Wis. Adm. Code and as described in the Wisconsin Forest Management Guidelines (publication FR-226).
- Vegetation management activities may be permitted to enhance natural plant communities. Please contact the Planner of the Day (262-548-7790/pod@waukeshacounty.gov) for more information.
- Implementation and long-term maintenance provisions, as specified on Page 2, apply.

**Priority Tree Removal within 300 feet of a Navigable Waterway**

- A Vegetation Removal Permit is required for the removal of **all** Priority Trees within 300 feet of a navigable waterway, regardless of their health or condition.
- Priority Tree Removal is limited to:
  - Trees that are dead, diseased, dying, and damaged,
  - Trees that create an imminent safety hazard,
  - Trees that are located within a designated access and viewing corridor (see above),
  - Trees that conflict with the placement of permissible structures, driveways, utilities, or septic systems, including trees located within 30 ft. of any of these planned improvements. The Zoning Administrator may allow for additional tree removal beyond 30 ft. of planned improvements to accommodate reasonable grading.
- Healthy Priority Trees that may be removed because they conflict with the placement of permissible improvements (as stated above) shall be replaced as follows:
  - The replacement trees must be at least two (2) inches in diameter at breast height.
  - The replacement tree species must be identified on the Priority Tree List as specified on Page 2.
  - The replacement trees must be located within 300 feet of the navigable waterway.
- Implementation and long-term maintenance provisions, as specified on Page 2, apply.

## **Vegetation Removal within a C-1 Conservancy District/C-1 Conservancy Overlay District**

- A Vegetation Removal Permit is required for all vegetation removal activities, except for routine maintenance (trimming and pruning).
- Vegetation removal is limited to invasive, dead, damaged, and diseased vegetation, unless the vegetation creates an imminent safety hazard, or the activities will result in an enhancement to the natural plant community.
- Implementation and long-term maintenance provisions, as specified below, apply.

## **Vegetation Removal within an area zoned E-C Environmental Corridor/E-C Environmental Corridor Overlay District**

- A Vegetation Removal Permit is required for all vegetation removal activities, unless the vegetation is invasive or necessitated by the extension of utilities. The exception does not apply to vegetation removal within 35 feet of a navigable waterway.

If the property is located in the jurisdictional area of the *General Zoning Code*, a Permit is not required for the removal of four (4) or fewer dead, dying, or diseased trees from a single property within a one (1) -year time period.

- The Zoning Administrator may waive Zoning Permit requirements for vegetation removal in the event of widespread storm damage or for the cutting of trees that present a safety hazard.
- Unless excepted above, Vegetation Removal (area of disturbance) is limited to the following:
  - The allowable disturbance area, which is one (1) of the following:
    - **Lot entirely zoned E-C:** Disturbance is limited to 15% of the lot area (max. 32,670 sq. ft.) or 15,000 sq. ft., whichever is greater.
    - **Lot partially zoned E-C:** Disturbance is limited to the area outside of the corridor, unless the total area outside of the corridor (area not constrained by setbacks/offsets) is less than 15% of the lot area (max. 32,670 sq. ft.) or 15,000 sq. ft., whichever is greater. Disturbance may be permitted within the corridor to achieve the allowable disturbance, but the calculation must include the buildable area outside of the corridor. *A deed restriction shall be recorded in the Office of Register of Deeds describing and authorizing the area of disturbance. The allowable disturbance area can only be modified by a permitted building envelope shown on a CSM, subdivision plat, or other document.*
  - The vegetation is dead, dying, diseased, or damaged.
  - The vegetation removal is related to the implementation of a Forest Management Plan approved by the Zoning Administrator in order to protect natural beauty and wildlife habitat and to prevent erosion.
- Implementation and long-term maintenance provisions, as specified below, apply.

## **Implementation and Long-Term Maintenance Requirements for all Vegetation Removal Permits**

- The Zoning Administrator shall establish a deadline for the replacement of vegetation based on the individual request and site limitations.
- If a Shoreland Cutting Plan is required for the replacement of vegetation, a financial guarantee may be required in the amount required to have a professional contractor implement the plan.
- The enforceable obligations, including the location of the established access and viewing corridor (if applicable) and the long-term maintenance requirements, shall be evidenced by a deed restriction reviewed and approved by the Zoning Administrator and recorded in the Office of the Register of Deeds by the property owner.

### **Priority Tree List**

|  |                               |
|--|-------------------------------|
| Basswood   | Beech                         |
| Black Cherry   | Blue Ash                      |
| Butternut  | Elm (Red, Rock)               |
| Hackberry  | Hickory (Bitternut, Shagbark) |
| Ironwood   | Kentucky Coffeetree           |
| Maple (Red, Silver, Sugar)   | Red Cedar                     |
| Tamarack   | Yellow Birch                  |
| Oak (all types including White, Bur, Red, Black, Swamp White, Pin) |                               |