



RIVIERA COMMUNITY CLUB TREE REMOVAL POLICY & GUIDELINES

(Adopted by the board of Trustees 10/27/2007, revised 3/30/2021)

The ACC-Forestry Committee meets on the second and fourth Wednesdays of every month at 9:00am. All tree removal requests must be received two (2) weeks prior to the next scheduled meeting to ensure placement on the agenda. A \$200 REFUNDABLE permit fee is required when the request form is submitted. The permit fee will be fully refunded after final inspection and approval of the project.

Requirements for tree removal:

1. Requests for removal of any live tree, 6" or more in diameter at one foot above ground, must be submitted in writing by the member of record. A form will be provided at the office or can be downloaded from the Riviera website.
2. Requests to remove trees located on waterfront, wetlands, and bluffs must comply with Pierce County Title 18E Development Regulations – Critical areas.
3. Requests for tree removal on a neighbor's property must be completed and submitted by the neighbor (member of record) or approved in writing by the legal lot owner if form is completed by owner's representative.
4. Information required from member (see tree removal request form):
 - a. Contact information: Name, site address, Section/Lot #, mailing address, phone, and email
 - b. Reason for requesting removal
 - d. Number of trees to be removed
 - e. All property corners must be clearly marked
 - f. Trees requested for removal must be tagged/flagged accordingly
 - g. Detailed plot plan submitted showing location of trees to be removed.
5. The Forestry Committee will review the submittal, complete a site inspection, issue a permit if approved, and determine if any reforestation will be required based on the number and nature of trees to be removed. If reforestation is required, the minimum height of replacement tree(s) shall be at least 3' tall, of a type listed on the attached Approved Replacement Trees list, and from commercially grown nursery stock. Member must maintain the tree(s) in good health and replace trees that do not grow in a healthy manner.
6. Permits are valid for 90 days from date of issuance and will be posted on the property within two (2) business days following committee approval. Permit shall remain posted until final inspection has been completed by the ACC-Forestry Committee. Any trees removed prior to permit issuance or after permit has expired shall be subject to fines as outlined in Section 7.15 of the Riviera CC&R's.
7. If the tree removal request is denied, a letter will be sent to the requesting member with reasons for the denial and instructions for resubmission for approval. If member does not agree with the final decision of the ACC-Forestry Committee, member can appeal to the Riviera Board of Trustees for review.
8. Clean up requirements: all products of downed trees (i.e., branches, limbs, logs, etc.) are to be disposed of prior to members request for final inspection. Split firewood and rounds left for firewood must be neatly stacked.



- 9. Member’s request for final inspection must be submitted no later than two (2) weeks prior to the next scheduled committee meeting. Member must also submit a ‘revised’ plot plan, annotating the location of the newly planted tree(s) and their type(s) if reforestation is required.
- 10. Upon approved final inspection, member will receive finalization letter within two (2) weeks from inspection date along with a full refund of permit fee.
- 11. If the project fails final inspection the ACC-Forestry Committee will send notice stating the reason(s) for denial and process to request an extension to the original approved tree removal permit.

- I have read and agree to abide by the Riviera ACC-Forestry Committee tree removal process
- I agree to allow members of the Riviera ACC-Forestry Committee to enter my property to inspect the proposed tree(s) to be removed
- I further understand that failure to complete all required information on these forms may result in a delay of reviewing my request for permit
- I have PAID the \$200 permit fee DATE: _____
- I understand that NO ACTIVITY/WORK other than the specifically approved tree removal may occur on my lot and that NO TREE(S) can be removed prior to permit issuance or after permit has expired. Any tree(s) removal outside of approved permit dates shall be subject to fines as outlined in Section 7.15 of the Riviera CC&R’s.

Member Signature SEC/LOT# DATE

RCC Staff Signature DATE RECEIVED

SECTION 7.15. Tree Removal. Live, standing trees with a diameter of six-inches or more one foot above the ground shall not be removed except according to adopted Rules. In addition to any fine levied according to the adopted Rules, any trees removed in violation of this order shall be replaced at the expense of the property owner and may be levied a fine of up to \$2,500 per tree.

ACC-FORESTRY APPROVED REPLACEMENT TREE LIST

Coniferous Trees:

- Douglas Fir
- Grand fir
- Madrone
- Shore Pine
- Sitka Spruce
- Western Hemlock
- Western Red Cedar
- Western White Pine
- Western Yew

Deciduous Trees:

- Bigleaf Maple
- Bitter Cherry
- Black Cottonwood
- Choke Cherry
- Garry Oak (Oregon White Oak)
- Oregon Ash
- Pacific Crabapple
- Pacific Willow
- Pacific Dogwood
- Quaking Aspen
- Western Red Alder

PLEASE NOTE: Additional approved tree species may be added to this list in the future. Member may submit request to use replacement tree species not on this list, but all requests must be approved by the ACC-Forestry Committee prior to planting.

ACC-FORESTRY TREE REMOVAL REQUEST FORM

Member must complete this form and return to Riviera office or email to FORESTRY@RivieraClub.org

Member Name _____ SECTION/LOT# _____ Date _____

Site Address: _____

Contact Phone #: _____ Email: _____

Contractor or Tree Removal Company: _____

Company Contact (name, phone, email): _____

Number and species of trees over 6" diameter to be removed: _____

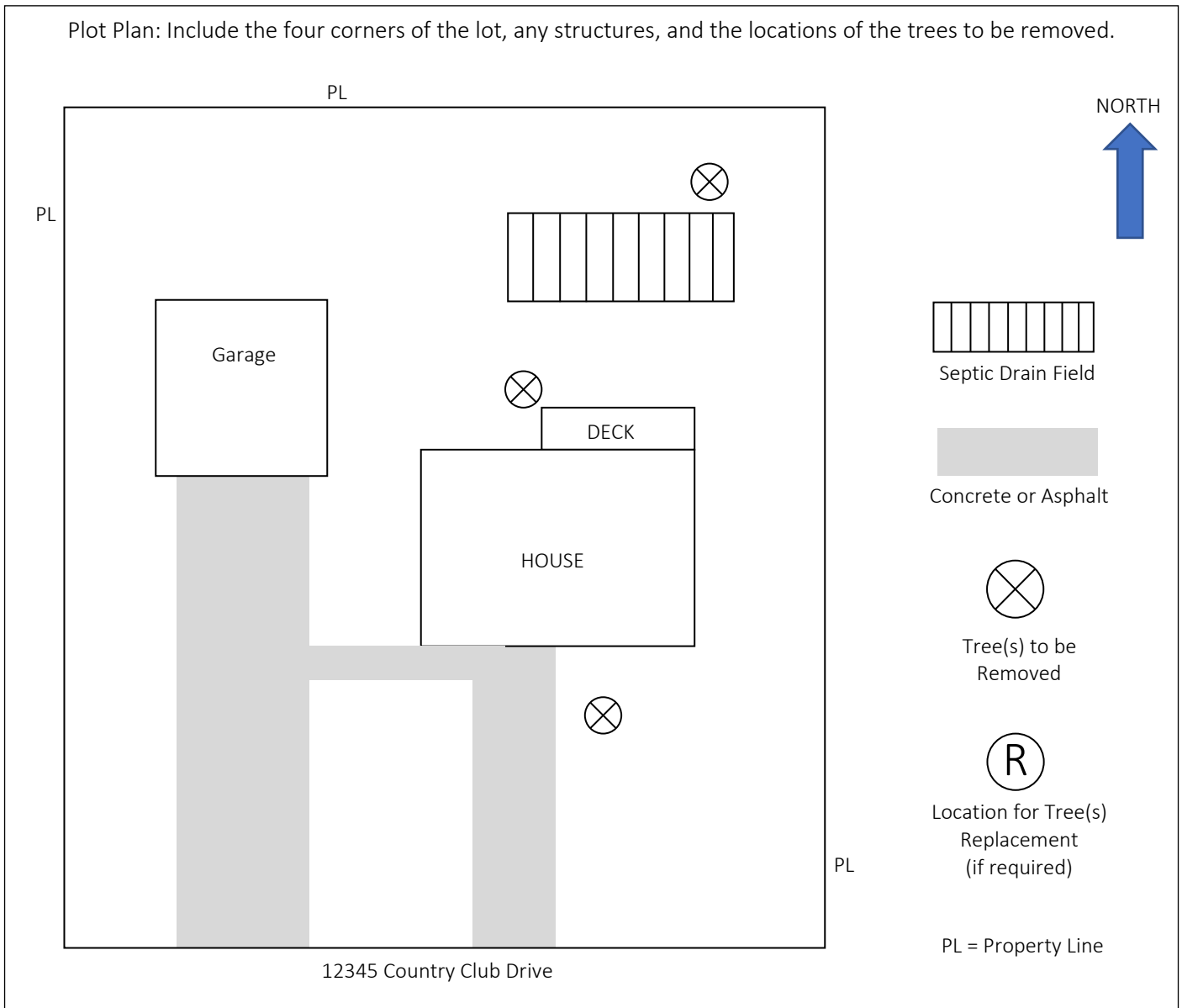
Reason(s) for tree removal: _____

Plot Plan: Include the four corners of the lot, any structures, and the locations of the trees to be removed.

NORTH



SAMPLE PLOT PLAN



Completed forms can be submitted to the Riviera Office or emailed to Forestry@RivieraClub.org

For questions, please email Forestry@RivieraClub.org or call 253-884-4093.