Please submit completed forms to:

COMMUNITY DEVELOPMENT DEPARTMENT
45175 TEN MILE ROAD
NOVI, MICHIGAN 48375
248.347.0415

A Woodland Use Permit is required for the removal of any regulated woodland trees that are located within a section of City Regulated Woodland with a diameter-at-breast-height (DBH) of 8 inches or greater or any tree greater than 36 inches DBH (Sec. 37, Woodland Protection Ord.).

APPLICATION FOR INDIVIDUAL LOT WOODLAND REVIEW

APPLICANT INFORMATION

Date:		
Applicant is a: ☐ Property Owner ☐ Contractor ☐ Developer		
Applicant Name:		
Company Name:		
Company Address:		
City:	**State:**	**Zip Code:**
Phone:	**Email:**	

PROPERTY INFORMATION

Type of Property: ☐ Residential ☐ Other:		
Property Address/Crossroads:		
City:	**State:**	**Zip Code:**
Parcel Number: 22-____-____-_____	**Subdivision:**	

WOODLAND INFORMATION

Number of Regulated Trees Proposed for Removal:	
Reason for Proposed Removal(s)	
☐ New Structure (Building Permit required)	☐ New/Expanded Driveway
☐ New Pool, New Deck, New Gazebo	☐ Other:
Application Requirements (include all information on Plot Plan)	
☐ Plot Plan (with relevant grading info)	☐ Tree Protection Fencing Location
☐ Tree Conditions/Health	☐ Tree Size (diameter-at-breast height)
☐ Tree Tags/Numbers	☐ Conservation Easement(s)
☐ Tree Chart (with Tree Name, Size, Condition/Health, Number/Tag)	

By signing below, the applicant attests that the intent is only to remove the trees listed above. Please check with your Homeowners' Association before completing this form. A $575.00 review fee will be due upon submittal of all requested materials. If 4 or more removals are proposed, the Woodland Use Permit will need to be reviewed and approved by the Planning Commission.

_____ _____

Signature of Property Owner **Printed Name of Property Owner**

ADDITIONAL REQUIREMENTS ARE LISTED ON THE BACK OF THIS FORM.

Revised: 5-1-2024.

ADDITIONAL REQUIREMENTS

- A Tree Survey including all trees with 8 inches diameter-at-breast (DBH) height or greater within 50 feet of the proposed disturbance should be included in the submittal.
- Optional: A landscape plan with tree species and locations.

ORDINANCE REQUIREMENTS

Please click here to view the City of Novi Woodland Protection Ordinance, which is Chapter 37 of the City of Novi Code of Ordinances. Below is a section of the ordinance that indicates when a Woodland Use Permit is required:

Sec. 37-26. - Required.

(a) Except for those activities expressly permitted by section 37-27, it shall be unlawful for any person to conduct any activity within a regulated woodland site without first having obtained a use permit upon proper application including the following activities:

(1) Removing, damaging or destroying any tree or similar woody vegetation of any d.b.h. A woodland area that is also within a wetland or watercourse regulated by article V of chapter 12 shall not be exempt from the requirements of this chapter;

(2) Removing, damaging or destroying any historic or specimen tree; and

(3) Land clearing or grubbing.

(4) Conversion of a farm operation use to a non-farm operation use without the restoration of the affected woodland area on the property pursuant to subsection 37-8(b).

(b) Where a final subdivision plat or a final site development plan which includes activities regulated by this chapter has been reviewed and approved by the city in conformance with the requirements of this chapter, such approval together with any additional terms and conditions attached thereto shall be considered to have completed the requirements for a permit under this chapter which shall then be issued by the city.

(c) Unless the requirements of this chapter can be satisfied by the setting aside without encroachment of sufficient woodland areas, the developer of a single-family residential subdivision plat or single-family residential site condominium shall, as a part of use permit approval under this article, designate building areas for all structures and impervious surfaces on each subdivision lot or site condominium unit. Once such building areas have been approved and made a part of the use permit, no additional woodland use permit shall be required for the erection of structures within such a building area. Activities on a subdivision lot or site condominium unit that extend beyond the confines of such a designated building or impervious area shall require an additional approval pursuant to this chapter, which shall only be approved when it is not otherwise feasible to utilize the lot or site condominium unit for single-family residential purposes. Whenever a building permit is granted for construction of a single-family residence the permit holder shall post a performance guarantee to ensure continued compliance with the use permit granted with the platting of the subdivision or approval of the site condominium. The form of the guarantee shall be in accordance with the provisions of chapter 26.5. The amount of the guarantee shall be based upon a pro rata share of the performance guarantee posted by the subdivision or site condominium developer under subsection 37-30(e)(3). With a posting for a single structure, or with a significant number of postings for multiple residence developments, the developer may apply for a corresponding reduction (or return) of the original performance guarantee posted by the developer under subsection 37-30(e)(3).