



# FIRE MITIGATION AND TREE REMOVAL APPLICATION

**Planning & Development Services**  
455 Mountain Village Blvd. Suite A  
Mountain Village, CO 81435  
970-728-1392  
970-728-4342 Fax  
[cd@mtnvillage.org](mailto:cd@mtnvillage.org)

Revised 2.26.18

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**The Planning & Development Services Department is here to assist you with your development application pursuant to the Community Development Code (CDC).**

**This publication outlines the Voluntary Fire Mitigation, and Required Tree Removal Development Application process of the CDC and also provides the submittal requirements for such development application.**

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## **Contents of the Publication**

This publication is intended to address the submittal requirements for voluntary fire mitigation, and required tree removal applications. However, it is each applicant's responsibility to review the CDC and any associated regulations to ensure a full understanding of the development application process.

## **Development Review Process**

If there is no other development or redevelopment proposed, voluntary fire mitigation, and required tree removal applications shall be processed as a class 1 application as provided for in the CDC, with Planning Division administrative approval. If redevelopment or development are proposed, then the Fire Mitigation Regulations will be applied as a part of the required development review process as set forth in the CDC. The class 1 development application process generally consists of the following steps:

- |                 |                                                                                                         |
|-----------------|---------------------------------------------------------------------------------------------------------|
| <b>Step 1:</b>  | <b>If required by the Planning Division, Pre-submittal Meeting with Applicant and Planning Division</b> |
| <b>Step 2:</b>  | <b>Applicant Development Application Submittal</b>                                                      |
| <b>Step 3:</b>  | <b>Planning Division Development Application Completeness Check</b>                                     |
| <b>Step 4:</b>  | <b>Planning Division Development Application Referral and Review</b>                                    |
| <b>Step 5:</b>  | <b>Planning Division Follow-up Communication</b>                                                        |
| <b>Step 6:</b>  | <b>Applicant Plan Revisions</b>                                                                         |
| <b>Step 7:</b>  | <b>Planning Division Action</b>                                                                         |
| <b>Step 8:</b>  | <b>Planning Division Provides Notice of Action</b>                                                      |
| <b>Step 9:</b>  | <b>Effective Date of Application Decision and Appeal</b>                                                |
| <b>Step 10:</b> | <b>Length of Validity (Generally 18 months unless longer vesting)</b>                                   |

The Planning Division will field mark trees for removal for fire mitigation for removal by a private contractor or property owner. The Planning Division will develop a list of trees to be removed for the fire mitigation. No tree four inches (4") or greater dbh located on any lot within the Town may be removed or materially altered without the prior written approval of the review authority. Subject to review and approval by the review authority trees shall only be removed from a lot for:

1. Approved development as permitted by the CDC;
2. Approved fire mitigation;
3. Approved forest management;



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4. View corridors from windows provided the removal of such tree(s) is minimized;
5. Utilities provided it is not practical for the utilities to follow the driveway or other corridors where trees are being removed as allowed by this section;
6. Renewable energy systems provided it is not possible to locate such on the buildings allowed on the lot, or within areas where trees are already being removed as allowed by this section;
7. Ski area access as may be permitted by the review authority;
8. Potential damage to a structure or other constructed improvement on a lot, such as a utility line or utility meter, tramway or snowmaking equipment; and/or
9. Protection of the public health, safety or welfare.

### Development Application Submittal Requirements:

The following forms, information and plans will need to be submitted in order to have a complete development application. Situations will occur when all of the listed submittal requirements will not be required and where items not listed as submittal requirements will be required in order for the Town to have sufficient information to fully evaluate the impacts of a development application. The Planning Division is therefore authorized to determine, based on the nature of a development application, whether to waive submittal requirements or require additional submittal requirements.

Submitted (Office Use)	Item No	Submittal Requirements
	1.	<b>Application Form.</b> Completed application form (Attached).
	2.	<b>Fees.</b> Voluntary Fire Mitigation and Hazard Tree Removal: No fee as incentive requested tree removal for view corridors or other personal reasons: \$75 for 1 hour; hourly rate thereafter.
	3.	<b>Proof of Ownership.</b> Copy of current deed or title report on the effected property.
	4.	<b>Agency Letter.</b> If application is not submitted by the owner of the property, a letter of agency, signed by the property owner giving permission to a firm or person to submit the requested land use application (Attached).
	5.	<b>HOA Letter.</b> For development on property that is owned in common by a homeowners association, the development application shall include: <b>A.</b> A letter from the Homeowner's Association (HOA) board giving permission for the application (Attached), and, where a vote is required by the HOA governing documents, a copy of the proof of the vote and outcome of such vote. <b>B.</b> A copy of the HOA governing documents, including bylaws and declaration.
	6.	<b>Tree Survey.</b> For voluntary fire mitigation and tree removal, a tree survey is not required. For other tree removal, a tree survey of all trees with a diameter at breast height of four inches (4") or greater shall be shown to ensure compliance with the fire mitigation and forestry management requirements (17.6.1 A).
	7.	<b>Proof of Tree Hazard.</b> For hazard tree removal, the applicant shall provide a digital picture of the hazard tree proposed for removal, or for a tree that was already removed due to an emergency situation (Such emergency removal has to be reported within 48 hours of tree removal).



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Submitted (Office Use)	Item No	Submittal Requirements
	8.	<b>ePlan Submittal.</b> All development applications shall be submitted pursuant to the ePlans submittal process as outlined in the following publication: <a href="https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf">https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf</a>

Questions and/or comments on ePlans Process can be directed to [cd@mtnvillage.org](mailto:cd@mtnvillage.org) or call 970-728-1392.



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TREE REMOVAL AND FIRE MITIGATION APPLICATION			
<b>APPLICANT INFORMATION</b>			
<b>Name:</b>		<b>E-mail Address:</b>	
<b>Mailing Address:</b>		<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Mountain Village Business License Number:</b>			
<b>PROPERTY INFORMATION</b>			
<b>Physical Address:</b>		<b>Acreage:</b>	
<b>Zone District:</b>	<b>Zoning Designations:</b>	<b>Density Assigned to the Lot or Site:</b>	
<b>Legal Description:</b>			
<b>Existing Land Uses:</b>			
<b>Proposed Land Uses:</b>			
<b>OWNER INFORMATION</b>			
<b>Property Owner:</b>		<b>E-mail Address:</b>	
<b>Mailing Address:</b>		<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>DESCRIPTION OF REQUEST</b>			



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**OWNER/APPLICANT  
ACKNOWLEDGEMENT  
OF RESPONSIBILITIES**

I, \_\_\_\_\_, the owner of Lot \_\_\_\_\_ (the "Property") hereby certify that the statements made by myself and my agents on this application are true and correct. I acknowledge that any misrepresentation of any information on the application submittal may be grounds for denial of the development application or the imposition of penalties and/or fines pursuant to the Community Development Code. We have familiarized ourselves with the rules, regulations and procedures with respect to preparing and filing the development application. We agree to allow access to the proposed development site at all times by member of Town staff, DRB members and the Town Council. We agree that if this request is approved, it is issued on the representations made in the development application submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. By signing this acknowledgement, I understand and agree that I am responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan(s) (including but not limited to: landscaping, paving, lighting, etc.). We further understand that I (we) are responsible for paying Town legal fees and other fees as set forth in the Community Development Code.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

**Fee Paid:**

**By:**

**Planner:**



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## OWNER AGENT AUTHORIZATION FORM

I have reviewed the application and hereby authorize \_\_\_\_\_ of  
\_\_\_\_\_ to be and to act as my designated representative and represent the development  
application through all aspects of the development review process with the Town of Mountain Village.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name)



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## HOA APPROVAL LETTER

I, (*print name*) \_\_\_\_\_, the HOA president of property located at  
\_\_\_\_\_, provide this letter as  
written approval of the plans dated \_\_\_\_\_ which have been submitted to the  
Town of Mountain Village Planning & Development Services Department for the proposed improvements to be  
completed at the address noted above. I understand that the proposed improvements include (*indicate below*):

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)