



# TIMBERING PLAN REVIEW PACKET

DPM Appendix #A.09 Supplement 20 May 2023

## General Information

- If timbering is to take place prior to the issuance of an Environmental Development Permit (EDP) permit a separate timbering plan application must be completed and submitted with timbering plan for review.
- An exemption from the Timbering Plan requirement may be obtained if the forestry activity is conducted pursuant to a forestry management plan or approved by a registered forester pursuant to Chapter 89B of the NC General Statutes. A copy of the forestry management plan prepared or approved by a registered forester shall be submitted to the Town prior to or at the time of initiation of timber harvesting for the site. The landowner shall be required to provide affidavits indicating the intent and scope of the timbering activity. The Town shall review all of the information provided by the landowner in the review process stated above. If a forestry exemption is obtained, the property may fail to meet development requirements for up to 3 years after the timbering activity.
- Before any demolition, timbering, clearing or other land-disturbing activity begins, the timbering plan must be approved and an in-field pre-construction conference must be held with the owner/developer, the contractor implementing the plan and staff representatives from the Utilities & Infrastructure department. Prior to the commencement of timbering activity, the Tree Protection Certification form must be completed and submitted to the Town.

## Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submit the following items via the [Portal](#) no later than NOON on Fridays to be routed for review the following week:

- PDF of Timbering Plan
- Supporting Documents
- NCDEQ / USACE determinations or approvals
- Copy of the USGS and Wake County Soil Survey stream information for the project location.
- Forestry Management Plan prepared or approved by a registered forester
- Affidavits provided by the landowner indicating the intent and scope of the timbering activity

Once your submittal is deemed complete and accepted, staff will send you a confirmation and advise that submittal fees (if applicable) are available for payment in the [Portal](#).

For questions about your submittal, please reach out to Utilities & Infrastructure Department at (919)552-9881.



# TIMBERING PLAN REVIEW APPLICATION

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## CONTACT INFORMATION (Attach additional sheets if needed)

Applicant and Financially Responsible Party will need to register for an account on the [Portal](#)

### REQUIRED: Landowner(s) of Record

Name:

Mailing Address:

City, State, Zip:

Telephone: E-Mail:

### Future Landowner(s), if applicable

Name:

Mailing Address:

City, State, Zip:

Telephone: E-Mail:

### List Book & Page where Deed or Instrument is Filed in Wake County:

Book: Page: Book: Page:

### REQUIRED: Financially Responsible Party for Timbering Activity

Name: Company:

Mailing Address:

City, State, Zip:

Telephone: E-Mail:

### Registered Agent, if applicable

Name: Company:

Mailing Address:

City, State, Zip:

Telephone: E-Mail:

### Plans Prepared by:

Name: Company:

Mailing Address:

City, State, Zip:

Telephone: E-Mail:

## PROJECT INFORMATION

Check one:  Timbering Plan  Forestry Activity Exemption

Project Name		
Phase		
Project Location		
Tax Map		
Block	Lot	
PIN(s)		
Total size of tract (ac)	Area Disturbed (ac)	
Watershed	Temporary Stream Crossing Required?	
Riparian Buffers (LF)	Buffer Width Feet	



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## Timbering Activity (please be specific)

Brief Description of Timbering Activity:

Planning and/or Conservation Buffers Brief Description:

## Timbering Plan Exemption

Are you seeking an exemption from the Town's Timbering Plan Requirement?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the forestry activity conducted pursuant to a forestry management plan or approved by a registered forester pursuant to Chapter 89B of the NC General Statutes?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is a copy of the forestry management plan prepared or approved by a registered forester provided with this application?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are affidavits provided by the landowner indicating the intent and scope of the timbering activity?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Approximate Date Tree Harvesting will begin		

## Signature and Witness

The above information is true and correct to the best of my knowledge and was provided by me while under oath.

Signature of Financially Responsible Party:

Type or Print Name:

Title or Authority:

Date:

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_  
Hereby certify that \_\_\_\_\_ personally appeared before  
me on this day and under oath acknowledged that this Timbering application and Statement  
of Ownership and Financial Responsibility was executed by them.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary:

Type or Print Name:

My Commission Expires:

Seal