



DESIGN REVIEW BOARD – HEALTHY TREE REMOVAL APPLICATION

Minor Modification: **Healthy Tree Removal** (on properties with existing structures only)

Please refer to Exhibit D of the Cordillera Design Guidelines for more information.

SITE INFORMATION:

Street Address: _____

Neighborhood: _____ Lot: _____ Block: _____ Filing: _____

DESCRIPTION OF REQUEST: _____

Number of Trees to be Removed: _____ Species of Trees: _____

Identify Trees within Zone 1 (0-5 ft. from house): _____

OWNER INFORMATION:

Property Owner(s) Name: _____

Owner's Signature: _____ **Date:** _____

Email: _____ Phone: _____

Mailing Address: _____

PRIMARY CONTACT/ OWNER'S REPRESENTATIVE:

Primary Contact / Owner's Representative: _____

Email: _____ Phone: _____

Mailing Address: _____

ENCLAVE APPROVAL (if applicable):

Enclave Community: _____

HOA President's Signature: _____ **Date:** _____

Conditions of Approval: _____

DRB Reviews & Decisions:

- All seeking DRB approval must be current on all dues and/or fees related to DRB, Cordillera Property Owners Association and the Metropolitan District.
- Only complete applications will be accepted. No item will be scheduled for DRB review unless an application and all required submittal items are received.
- Submission Requirement Lists, Design Guidelines and Construction Rules and Regulations may be found on the Cordillera website: <https://cordilleraliving.com/services/design-review-board/>
- Cordillera DRB approvals are valid for one year. If approval should lapse, an application, including all submittal requirements, must be resubmitted to the Community Development Administrator for review and approval.
- Contact Community Development Administrator with questions: drb@cordillerapoa.com (970) 855-2658.



Healthy Tree Submission Requirements:

1. Completed **Application signed** or E-signed by the property owner.
 - a. If you live in an Enclave, HOA approval is required prior to DRB Review and must be confirmed by including an HOA Representative’s signature on your application.
 - b. Enclave project review requirements may vary from Cordillera DRBs submission requirements.
2. Provide **Design Review Fee**. Refer to Review Fee worksheet for applicable fees.
 - a. Pay by credit card: Payment can be made via your Homeowners Portal on CiraNet. Credit card payments will be charged a processing fee of 2.95%. Please notify drb@cordillerapoa.com if you plan to pay online.
 - b. Pay by check: Checks should be made payable to Cordillera Property Owners Association (CPOA) and mailed or delivered to this address: Cordillera DRB, 360 Carterville Road, Edwards, CO, 81632. Include a copy of the application with your check. Office hours: Monday–Friday, 8:30am–4:30pm.
3. **Images** of your home showing the **location** of the tree(s) to be removed.
4. **A site plan** showing where the proposed trees to be removed are located with reference to property lines and built structures.
5. **Adjacent neighbor notifications** and date stamped certified mail receipts.
 - a. Please note that neighbor notifications are a requirement of the DRB for this project and include notifying all adjacent property owners. Adjacent Property Owners are defined as owners of property (including vacant lots) within 75 feet of all outer boundaries of the subject lot including the Colorado Metro District owned property, Windrose Properties LLC aka the Mountain and Summit Golf Courses, and Cordillera Property Owners Association, if applicable.
 - b. All neighbors that are notified have 30 days to comment. Date stamped certified mail receipts are required as proof of mailing. Please note that any DRB Approval will be withheld until the 30-day notice period expires.

EXHIBIT D: TREE REMOVAL AND REPLANTING PROCESS FOR PROPERTIES WITH EXISTING STRUCTURES

Cordillera Design Review Board Guidelines for Tree Removal and Replanting on properties with existing structures.

Design Review Board (DRB) approval is required prior to property owners removing any healthy and alive tree(s) from their property. These guidelines are provided to inform homeowners about the DRB procedure and considerations for receiving approval to remove any tree(s).

Please refer to the Design Guidelines for the removal and replanting of trees on vacant lots that are being developed.

*Colorado State Forest Service (CSFS) defines Zone 1 as 0-5 feet, Zone 2 as 5-30 feet, and Zone 3 as 30-100 feet.

Preamble

1. Trees are beneficial to properties, and the DRB wishes healthy trees, whether planted or natural, to be preserved as far as is practical, provided the trees do not pose a wildfire risk. Tree(s) removal requested to improve view corridors is not permitted in Cordillera.
2. CPOA's 2023 Amended and Restated Wildfire Mitigation Resolution (the Resolution) requires property owners to manage vegetative fuels on their property to the standards of the Colorado State Forest Service (CSFS) and Eagle County Community Wildfire Protection Program.
3. Homes built prior to the Eagle County Wildfire Regulations (April 2004) were permitted by the DRB to landscape with coniferous trees within Zone 1 (defined at that time as 0-20ft for both existing and new homes), which is contrary to current regulations. The DRB may provide property owners with recommendations with respect to non-compliant trees and landscaping installed prior to 2004, but the owner is not obligated to remove this landscaping. These guidelines outline the criteria DRB considers when balancing tree preservation with wildfire mitigation.

Healthy and Alive Tree Removal/Replanting Criteria

1. Removal of healthy and alive tree(s), irrespective of location, requires DRB approval and enclave approval if applicable.
2. Removal of tree(s) will be approved provided:
 - a. The tree(s) removal does not cause a privacy concern for neighbors. Should the tree removal cause a privacy concern, the property owner will be

required to plant compliant deciduous or firewise tree(s) to recreate the privacy effect. Replacing the removed tree with a compliant tree may not be required if all stakeholders agree not to have the tree(s) replaced. Adjacent neighbor notifications form must be completed with certified mail receipts confirming letters sent to adjoining owners with adequate time for response.

- b. The property owner demonstrates to DRB's satisfaction that:
 - i. tree removal and replanting plan maintains the neighborhood's look and feel; and
 - ii. all stakeholders (DRB, property owner, neighbors, and sub-association, if any) are satisfied with the tree removal and replanting plan.
- c. Tree(s) are not removed solely to improve view corridors. If the DRB believes that removals are due to a desire for improved views, it may request a narrative from the homeowner, deny the request, or require replanting of firewise tree(s).
3. Tree removals in Wildlife Corridors or Wildlife Easements will not be considered as they fall outside Cordillera Property Owners Association jurisdiction.
4. DRB considers applications for tree removal in the context of a property's overall compliance with the Resolution. Approval will require that the property meets all other material aspects of CSFS and Eagle County Community Wildfire Protection Program standards as required by the Resolution.
5. DRB will not approve the replanting of coniferous tree(s) in Zone 1 or Zone 2 if any such tree is removed, regardless of grandfathering.

Dead, Diseased, or Dying Tree Removal/Replanting Criteria

1. Removal of any dead, diseased, or dying tree is a separate required process through Eagle Valley Wildland (Eagle River Fire).
2. Replanting may be required if a neighbor expresses concern about the removal within 30 days of being notified. At that time, the DRB would review the tree removal and consider a replanting plan if deemed necessary.

Application Process for Tree Removal/Replanting

1. Complete Minor Modification or Wildfire Mitigation application.
2. Obtain enclave approval if applicable.
3. Pictures of the proposed trees to be removed.
4. Adjacent neighbor notifications form completed with certified mail receipt.
5. Site plan where the proposed trees to be removed are located with reference to property lines and built structures.

The Design Review Board must review all healthy and alive tree(s) removals, regardless of whether they are considered for wildfire mitigation or not, to assess the need for a firewise replanting plan.

A review fee is required for healthy and alive trees, with the exception of Zone 1, defined as 0-5 feet. Zone 1 is the High Ignition Zone (HIZ) and is considered the most important in protecting your property, and we want to encourage mitigation.

Healthy and alive tree(s) removals associated with an Eagle Valley Wildland assessment will be reviewed at a discounted review fee.

There is no review fee for dead, diseased, or dying tree removals approved by Eagle Valley Wildland.