

# Town of Enfield

## Department of Public Works

### Tree Removal Policy Non-Scenic Roadways

**Intent:** The intent of this policy is to notify of and request permission from abutters to and along a public way to the intent of removing a tree or trees, **with a circumference of 15-inches or more at a height 4 feet above the ground,** that the Department of Public Works Director or Highway Supervisor has deemed a hazard, nuisance or liability issue to the Town. The Town Manager or Selectboard may override this policy upon written directive to do so with alternative resolution and instruction in writing to the Department.

**Application** Application of this policy pertains to routine daily maintenance and shall not be applicable to removal of vegetation as a result of, or associated to, natural occurrences (i.e. snowfall, lightening, icing and such).

**Purpose:** The purpose of this policy is to follow those applicable laws as contained in RSA's that pertain to the removal of trees within the public way and shall remain in effect until such time it is removed as a policy or deemed unlawful practice.

**Procedure:** The following procedure shall be followed at all times in regards to the removal of trees from all roads within the Town.

1. Determine whether or not the tree is a nuisance, hazard or liability.
2. Fill out the attached form of "notification of intent" and include a very descriptive detail as to the location off the road edge, intent of removal method, intent of waste material from the operation, reasoning of why the removal is being conducted, like dead, rotten or hazard to traveling public.
3. Obtain house numbers of all dwelling within 500 feet in each direction from the location of the tree or trees. If the removal is taking trees in a longer area than the 500 feet shall start from the ends of the intended cut.
4. Flag **all** of those trees, bushes or shrubs intended for removal with hash striped clearing flagging.
5. Obtain the address of all abutters within the 500-foot work limit area. This means on both sides of the road not just the one side where the trees are.
6. Make copies and mail the "notification of intent to remove" to all abutters with the attached notification of intent cover letter to allow a thirty day response period.
7. Gather all responses, if any, so that the Department can reply if needed prior to commencement of the removal operation. **Do not commence removal operation until the Director or Highway Supervisor has issued a work order for the removal.**
8. File all responses for each incident as an individual situation/project. Include the work order issued in the file to show that the issue has been completed.

It shall be noted that this policy pertains only to tree takedown on Non Scenic Roads. Tree takedown on designated scenic roads shall follow legal statute i.e. RSA 231:157 & 158.

**Adopted:** November 22<sup>nd</sup>, 2004

**Notification of Intent to Remove**  
**Town of Enfield**  
**Department of Public Works**  
**Cover Letter**

Dear \_\_\_\_\_

It has been determined that the tree or trees in front of, adjacent to or opposite your property are either a hazard to the traveling public, a liability or a nuisance and have been flagged for removal for the purposes stated in the attached notice of intent. This letter is meant to notify and inform you of the situation and our intent to remove or resolve the issue associated with the condition and why.

We are giving thirty days to respond to this notification. If the Department does not receive a response from you we will assume that you have no issue with the removal and will commence with scheduling it to be removed at our next convenience.

If you would like us to remove the usable wood, like firewood, from the area please return a letter of request to us and we will remove it also. If there is usable firewood that comes out of the removal we will leave it there and only remove the associated brush. Softwood such as hemlock, pine or spruce will be removed in it entirety if we do not hear from you.

Thank you for your time and input on this manner to assist us in providing a safe travel environment to our residents and our visitors. If you have any questions please feel free to contact me at your convenience at 632-4605 or the Highway Supervisor at 632-7301 ext. 201

Sincerely,

Ken Daniels  
Director of Public Works

CC: Board of Selectmen  
April Whittaker, Town Manager

Enclosure: Notification of Intent to Remove

KD/kd



# Town of Enfield Department of Public Works Notification of Intent to Remove

Date: \_\_\_\_\_

Immediate Adjacent Abutter Address (Physical): \_\_\_\_\_

Location Address / From & To: \_\_\_\_\_

Inspected By: \_\_\_\_\_ **Flagged** YES NO

Approved By: \_\_\_\_\_ **Need Utility Notification** YES NO

Type of R-O-W: DEEDED PASSIVE (Deeded means we own the trees and land)

Reasoning: Nuisance Hazard Liability

Problems:								
Dead			Rotten			Obstacle		
Top	Base	Throughout	Top	Base	Throughout	Plowing	Travel	Sight Distance

Description of Problem (Be very descriptive & use reverse side if necessary):

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Signed: \_\_\_\_\_

Approved: \_\_\_\_\_

Work Order Issued: YES NO Date: \_\_\_\_\_

Denial Notification Sent: YES NO Date: \_\_\_\_\_