



SECTION 5.06

Forestry Activity, Timbering Operations and Site Clearing

A Timbering Plan must be submitted for any proposed timbering or clearing operations in the Town's corporate and extraterritorial jurisdiction. This plan shall be submitted when timbering is desired on a tract of land prior to the issuance of a Land Disturbance Permit by the Town. Forestry activities with Forestry Management Plans prepared or approved by a registered forester may be exempt from obtaining a Timbering Plan provided that it meets the criteria outlined below.

UDO Permit for: Forestry Activity, Timbering Operations and Site Clearing:

Expected Review Time: Approximately 6 weeks, depending upon completeness of plans submitted, thoroughness of response to comments, and turn-around time by petitioner back to staff between subsequent staff reviews. The review process can generally be completed in three review cycles for most plans.

Primary Processing Department: Department of Engineering

Departments involved in Timbering Plan review processes: Department of Engineering, Department of Planning & Zoning, Department of Parks & Recreation.

Submittal Requirements & Procedures:

1. Timbering plans (for First Review), along with an application packet, including affidavits from the landowner indicating the intent and scope of the timbering activity shall be submitted to the Department of Engineering by 12:00 p.m. any Monday subsequent to site or subdivision approval for the project. A receipt shall be provided to the individual delivering the package to Engineering. The timbering packet contained within this manual provides a detailed list of the application package submittal requirements.
[Amended Resolution #03-25]
2. The Department of Engineering will review the information submitted and determine whether or not it constitutes a complete package. The review shall include documentation that the correct applications, plans, studies, calculations, fees, and any other requirements per plan approval conditions are included in the package submitted for review. Engineering staff will notify both the owner and the applicant (in most cases the engineer) via fax or email of an incomplete application or of any missing information within two (2) business days after the submittal deadline date. Any missing information must be supplied to the Town by the next Monday (at noon) following the fax or email notification, or the application package shall be deemed incomplete and returned to the applicant via first class mail. [Amended Resolution #11-18]*
3. Re-submittals (i.e. Second Review or subsequent reviews) shall be submitted to the Department of Engineering by 12:00 p.m. any Monday following receipt of review comments.
[Amended Resolution #03-25]
4. Plans which enter the Timbering Plan review process and are not re-submitted within 90 days after comments are sent out shall become invalid, shall be removed from the Timbering Plan review process, and shall be required to make a brand new re-submittal into the review process (i.e. a First Review).

Review Process:

1. For any plans that are more complex, that require special studies, that are time sensitive, that are unusual in any way, or that are particularly large, it is recommended that the engineering consultant meet with Engineering staff before finalizing plans for submittal. Engineering staff is available for such consultation in an effort to streamline the process for approval of Timbering plans.
2. For the First Review, Department of Engineering staff will review the package submitted in accordance with the latest version of the Town of *Holly Springs Engineering Design and Construction Standards*, and with other Town policies, ordinances, checklists, and standards. In some instances, a consultant or other departments' staff may be utilized to review certain components of the plan or related studies or calculations, with comments being generated and distributed under the direction of the staff engineer. [Amended Resolution #11-18]*
3. First Review Comments will be generated and distributed to both the applicant and the owner, via fax or email, on the second Monday following the submittal (i.e. within two weeks). [Amended Resolution #11-18]*
4. Developer Conference – It is recommended that for plans that are more complex, that require special studies such as drainage or traffic analysis, that are time sensitive, that include unusual components, or that are particularly large, the engineering consultant meet with Engineering staff to discuss the First Review Comments. The developer or engineering consultant shall call the Department of Engineering to staff to schedule the meeting. Engineering staff will coordinate the scheduling of all Town staff involved in the review process. [Amended Resolution #11-18]*
5. Subsequent Reviews – Subsequent Review Comments shall be generated based upon an evaluation of the changes or modifications made to address previous comments, and a review of the written responses to previous comments. It shall be the goal of Engineering staff not to make “new” comments at subsequent review, except when such information was not available for review previously.
6. The plan remains in the review cycle (2 week review times) until such time as all comments and conditions have been addressed.

Approval Process:

1. Once all comments have been addressed, the Director of Engineering shall approve the UDO Permit based upon confirmation from other departments involved in the review process. The Engineering staff shall notify applicant that they may schedule the pre-timbering conference with the staff at this time and provide 6 sets of the Timbering Plan for approval stamping prior to the pre-timbering conference.
2. Both the owner and their construction representatives (engineer, contractors, and other applicable representatives) shall attend the pre-timbering conference with Town staff. The owner shall bring 6 sets of the complete Timbering Plan and corresponding fees to the meeting. The attached outline shall be used for the pre-timbering conference. The owner will receive the approved Timbering Plan, and a Certificate of Timbering Plan approval at the meeting. [Amended Resolution #11-18]*
3. Tree protection measures can be installed after Timbering Plan approval and the pre-timbering conference. Once all of the required measures are installed, the owner or contractor may call the Environmental Inspector for a Certificate of Compliance inspection. If all tree protection measures are installed per the approved Timbering Plan, a Certificate of Compliance for

installation of tree protection measures will be issued for the site. The Engineering staff shall notify the Department of Planning & Zoning and the Department of Parks & Recreation once Timbering Plans are approved and a Certificate of Compliance has been issued by the Environmental Inspector. Once the Certificate of Compliance is obtained, the landowner will be able to harvest the timber from the unprotected areas of the site as per the approved plan.

4. Once timbering has been completed on site, the owner or contractor must call the Environmental Inspector for a Certificate of Completion. [Amended Resolution #11-18]*

Additional Requirements:

- Construction and/or land disturbance activities that are not necessary for timbering the site are not approved as part of a Timbering Plan. No grading or utility installation of any kind is allowed without Construction Drawing and Erosion and Sedimentation Control Plan approvals. Initiating any land disturbing activity that is not for timbering operations and approved on the Timbering Plan will result in a violation of the Town's ordinances.
- A copy of the Certificate of Timbering Plan Approval and the approved Timbering Plan must be on site throughout the timbering process.
- If buffer requirements are not met throughout the timbering activity, it will be considered in violation of Town ordinances; an application or petition for development may not be submitted to the Town for review for a period of up to 5 years after the timbering activity is concluded. This shall apply to the property regardless of ownership. [Amended Resolution #11-18]*

Exemptions:

1. 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. Upon completion of the review if all criteria to receive an exemption are met the Town will provide a letter of exemption to the landowner.