



Land Development Services

Technical Bulletin

Subject: Notification of Proposed Tree Removal

Date: October
23, 2025

No.: 25-10

Summary: This technical bulletin establishes a requirement, prior to plan approval, to notify affected property owners regarding off-site or jointly-owned trees identified for removal.

Effective Date: Immediately. This technical bulletin supersedes TB 21-11.

Background: Proposed construction activity can compromise the long-term survivability of trees on adjacent property or trees straddling a common boundary. The county development review process requires applicants to identify these affected trees and denote them in their site-related submissions. This technical bulletin assures that affected property owners receive adequate notification of these anticipated damages and provides ample opportunity for those affected property owners to coordinate with the applicant in advance of any construction activity.

Requirement: Any infill lot grading plan (INF) and conservation plan (CON) must include proof of notification to an adjacent property owner of shared or off-site trees recommended to be removed because of the proposed construction activity. Notification to the Virginia Department of Transportation (VDOT) is not required for trees shared or wholly located within VDOT maintained rights-of-way.

Before approval of any INF or CON plan that proposes tree removal of off-site or jointly-owned trees, a written notification must be sent to the affected adjacent landowner(s) notifying them that tree removal is proposed. Written notices must meet the following conditions:

- A letter using the [sample notification template](#) or providing equivalent information must be sent from the U.S. Postal Service via certified/return receipt, or other service that provides proof of mailing, to all applicable property owners with a copy of the Tree Conservation Plan that includes the condition rating of the tree and recommendations of the developer's independent certified arborist; and,
- A statement in the letter identifying which trees—by number, species, common species name and general location—are proposed to be removed.
- A copy of the domestic return receipts from the U.S. Postal Service or other proof of mailing of the notification letters inserted into the grading plan sheets.

Please note that off-site work requires permission of all involved landowners. Notice to remove a tree does not replace a builder's responsibility to secure permission of adjacent landowners for that work.

If you have any questions, please contact Kirsten Munz, Director, Site Development and Inspections Division, LDS at **703-222-0801, TTY 711**

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