



PLANNING &
CODES

Application for Tree Removal Permit

Tree Removal Checklist: Tree survey ____ Tree List ____

Date Submitted: _____

Applicant: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____ Phone number: _____

Record Owner of Property/Agent*: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____ Phone number: _____

Address or General Location: _____

Property ID(s): _____ Site Acreage: _____

Zoning: _____ Legal Description: _____

**** See Next Page for Tree Removal Site Plan Requirements****

Criteria for Approval

1. The tree lies in the proposed building footprint;
2. The tree lies in the traffic circulation pattern of the proposed development;
3. The tree is classified as "exempt", to include the following:
 - a. Removal of a dead, damaged or diseased tree that has been approved for removal by the City;
 - b. Removal and/or pruning of trees as a result of a disease, storm, fire, accident or other acts of nature;
 - c. Clearing for agricultural purposes on land held for that purpose and for which an agricultural tax exemption exists;
 - d. A tree or trees that constitute a danger to the public and immediate removal is necessary;
 - e. A tree or trees located on platted or subdivided single-family residential properties;
 - f. Trees that must be altered or removed in order to install utility lines.

Fee:	Received by:	Date:
------	--------------	-------

***Note: An agent must submit a signed "Letter of Authorization" from the owner, when submitting this application**

Tree Removal Site Plan Requirements

The following information shall be shown on each site plan submitted to the Planning Department with an application for a Specific Use Permit. Two copies of the site development plan shall be submitted initially with the application.

1. Tree Survey and Site Plan

- a. The location of all existing structures and proposed improvements to include new buildings, easements, utility locations, paving and grading changes
- b. The location of all protected trees with type and caliper
- c. Description of protective measures
- d. The location of all protected trees to be removed and referenced to the tree list
- e. The location of replacement trees and referenced to the tree list

2. Tree descriptions and lists

- a. Address and location of the tree(s) to be removed as identified on the tree survey/site plan
- b. The diameter of the tree(s) to be removed
- c. The species or common name of the tree(s) to be removed
- d. The reason for removal
- e. The list of replacement tree with type and caliper size as identified on the tree survey/site plan

These two items may be combined into one document.

I, being the undersigned applicant, understand that all of the dimensions, building sizes, landscaping, easements and parking areas depicted on the site plan shall be adhered to as amended and approved by City Council.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____