



TREE REMOVAL APPLICATION

Any person who wishes to remove a living tree having a caliper of six or more inches, or clear or cut within a woodland area any trees having a caliper of three inches is required to first secure a permit from the city. Failure to obtain a permit prior to tree removal will result in the requirement for tree replacement.

Permits for less than 5 trees AND less than 20% overall trees requirements:

- Overall tree removal percentage for the entire property
- Location and designation of trees to be removed and location of trees remaining
- Location of any replacement trees to be planted with statement of the number and type
- Photograph showing the property involved and the area where the tree(s) are to be removed
- Proof of subdivision trustee notification (if applicable)

Permit for 5 or more trees OR more than 20% overall trees OR any landmark tree requirements:

- Tree chart keyed to a tree survey of all trees on the site over 6" caliper. Chart must include genus, species, size, and condition, as defined herein
- Identification of woodlands (trees over 3" caliper min) including total number of trees in the woodland, number of trees to be removed, and percentage of tree removal in the woodland
- Tree survey to include accurate surveyed location of each tree on the civil survey
- Illustration of the drip line/critical root zone of all existing trees
- Designation of tree status: to be removed or saved
- Photographs of each tree keyed to the tree chart and survey
- Indicated Landmark Trees on the tree chart and survey
- Narrative explanation of why a Landmark tree cannot be preserved if it is shown to be removed
- List of trees to be used as replacement trees, with size of trees and enough information to indicate that the replacement requirement is met
- Review and approval by BOSTA Committee*
- Proof of subdivision trustee notification (if applicable)

Any permit submitted with five (5) or more trees proposed for removal, when twenty (20) percent of the trees are proposed to be removed on the property, when twenty (20) percent or more of any woodland is proposed to be cleared on the property, or when any Landmark Tree is proposed for removal, shall require the review of the Beautification, Open Space and Tree Advisory Committee in addition to the review by the City Arborist. This section shall apply to public property, private property, or public right-of-way.

The fee for the tree removal permit, for live trees, shall be \$135.00 to cover the costs incurred for tree removal permits that only involve staff review, in order for the City Arborist to visit the site, review the plan, and inspect tree replacement. The fee for the tree removal permit, for live trees, shall be \$270.00 for projects that require the review of the Beautification, Open Space, and Tree Advisory Committee in addition to review by the City Arborist. A \$100.00 deposit will be required prior to issuance of the permit for projects requiring tree replacement.

For all permits requiring tree replacement, the City Arborist will inspect the property prior to the final approval of the permit and release of the deposit, if any.

[For full code requirements on tree removal permits visit Codes and Ordinances Ch. 102.](#)



TREE REMOVAL APPLICATION

Date: _____ Property Address: _____

Owner's Information: Name: _____

Phone : _____ Email: _____

Contractor Information: Company Name: _____

Telephone #: _____ Email: _____

Reason for removal: _____

dead/dying, poor condition, in the improvement footprint, etc.

Percentage of trees to be removed: _____

Number of trees to be removed: _____

Are landmark trees requested to be removed? Yes No How many? _____

The undersigned owner of the building or ground above described, for the purpose of procuring the permit herein applied for, states that all of the above information is true to the best of their knowledge and belief. I/we understand that incomplete applications will not be processed.

Property Owner's Signature: X _____

Neighbor's Signature (if tree straddles property lines) X _____

Review by City Arborist: Approved: _____ Denied: _____

Reason/Notes: _____

Review by BOSTA Committee (if applicable): Approved: _____ Denied: _____

Reason/Notes: _____

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 "ADA", the application for building permit is also available in alternative format (e.g. large print, Braille) upon request