



**SUBMITTAL REQUIREMENTS:**

*The following materials and/or information must be submitted with this application:*

- 1. For **Tree Removal** on an existing or developed site:
    - a. A list of species, size\*, quantity, and location of the tree(s) proposed to be removed.
    - b. A statement of reason for the proposed tree removal, and provide photos to help justify the cause.  
\* *Diameter as measured 3-feet above grade*
  - 2. For **all Development Projects**: a tree location survey or aerial\*\*, containing at minimum, the following information:
    - a. Indicate each tree to be **removed** or **relocated** by location, diameter, and species. (If existing trees are to be relocated, the proposed relocation for such trees shall be shown on the drawing, together with a statement as to how such trees are to be protected and maintained.)
    - b. Indicate all **protected trees** on the property by location, diameter, and species.
    - c. A statement indicating how **protected trees** are to be protected during land clearing and construction (*if applicable*).
    - d. All proposed structures and improvements (roads, retention, etc.) on the property and property lines.
    - e. Areas not to be cleared may be excluded by indicating a "Limits of Clearing" on the survey or aerial.
- \*\* *For large acreage sites, an aerial overlaid with the site plan may be allowed in lieu of a full tree survey. This will be determined on a case by case basis by City Staff.*

**SIGNATURE:**

I hereby certify that I am the applicant for the Tree Removal Permit in this application, that I have read the foregoing application and know the contents thereof to be true and accurate to my own knowledge, and assume all responsibility for their accuracy. I understand that should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, the Building Official may rescind any approval or take other appropriate action. I hereby authorize the Building Official, or his or her designee, to access the property for the purpose of site visits. I understand that additional information may be required by the Building Official to review this project.

**Signed:** \_\_\_\_\_  
(Property Owner of Record)

**Signed:** \_\_\_\_\_  
(Authorized Agent)

**FOR OFFICE USE ONLY**

Approved By and Date:  
\_\_\_\_\_

Not Approved and Date:  
\_\_\_\_\_

Reasons for Approval/Denial:  
\_\_\_\_\_  
\_\_\_\_\_

Conditions of Approval:  
\_\_\_\_\_