

### Application for Tree Permit

The tree location survey submitted along with this application and required by Article XVII of Ordinance #248, the Zoning Ordinance, shall bear the following information and details:

1. Minimum scale of 1" = 50' or the scale shall be the same as a related site plan;
2. The shape and dimensions of the lot or parcel together with the existing and proposed locations of structures and improvements, including existing and proposed utilities;
3. Locations and dimensions of all setbacks and existing or proposed easements;
4. All trees of six (6) inches D.B.H. (Diameter at Breast Height) or greater on the project site shall be tagged in the field with identifying numbers, using non-corrosive metal tags;
5. Exact locations of all existing trees, determined by actual field survey, of six (6) inches D.B.H. or greater, including trees within the adjoining street right-of-way and all trees to be affected by the development such as trees located within areas of right-of-way improvements or off-site utility work. All such trees proposed to remain, to be relocated or to be removed, shall be so designated and the numbered trees shall be identified by size (D.B.H.), grade at the base of each tree and crown spread to scale. Such verified information shall be provided by a registered land surveyor. The survey shall be accompanied by a separate key identifying the numbered trees by size, common name/genus and condition. This information must be provided by a registered landscape architect, certified arborist or forester, through an on-site inspection, who must verify the contents by seal or signature, whichever applies.
6. If existing trees are to be relocated, the proposed location for such trees, together with a statement as to how such trees are to be moved, protected and/or stored during land clearance and construction and how they are to be maintained after construction;
7. A statement showing how remaining trees are to be protected during land clearance, construction and on a permanent basis including the proposed use of tree wells, protective barriers, tunneling or retaining walls;
8. The number of trees to be removed which are of six (6) inches D.B.H. or greater;
9. The requirements for a tree location survey may be waived by the Department for areas fifty (50) feet or more outside the construction zone. If waived, a statement indicating predominant species and estimated number and size of trees in this area shall be required. The area to remain undisturbed shall be snow fenced prior to any activity.

An on-site examination shall be made in lieu of the tree location survey under the following conditions:

1. Where a permit is requested to remove or transplant trees on a lot of more than one acre which is zoned for single family purposes and upon which is located an occupied one-family dwelling; or
2. Where a permit is requested in connection with the construction of a one-family dwelling on a lot which is more than one acre, zoned for single family purposes and which is not located within a subdivision for which a final plat has been approved subsequent to the effective date of this section; or
3. Where a permit is required to remove three (3) or fewer trees.

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Location or Address of Proposed Development Site:  
\_\_\_\_\_

Present Zoning Classification of Development Site:  
\_\_\_\_\_

Type or Use of Proposed Development:  
\_\_\_\_\_

Legal Description of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: One typewritten or printed copy of this application shall be submitted to the Planning Department in conjunction with any development requiring approval of a site plan, a special land use approval, a planned unit development or a subdivision plat. The application shall be submitted to the Planning Department at least 25 working days prior to the meeting of the Planning Commission at which the site plan, special land use, planned unit development or subdivision plat is to be considered. This application must be accompanied by a minimum application fee of \$375 and a tree location survey in accordance with Zoning Ordinance standards. (See submission details).

<b>Planning Department Use Only</b>	
Approved: _____	
Conditions: _____	
_____	
Denied: _____	
Signature: _____	
Date: _____	

Date: \_\_\_\_\_

Signature  
Of Legal Owner: \_\_\_\_\_

Printed Name  
Of Legal Owner: \_\_\_\_\_

Address of  
Legal Owner: \_\_\_\_\_

Signature of  
Applicant: \_\_\_\_\_

Printed Name  
Of Applicant: \_\_\_\_\_