

**TREE REMOVAL APPLICATION**

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_  
 Check which applies:  Pecan  Oak  Pine  Cedar  Elm  Hickory  Magnolia  Red Bud  Maple

**OWNER & APPLICANT INFORMATION**

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Property Owner's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

SUBMITTAL ITEMS AND IMPORTANT INFORMATION	PLEASE CHECK
Completed Application	
<b>Tree Survey:</b> An on the ground survey drawing containing the location of the trees, their circumference, type (species) and protected zone limits.	
<b>Tree Disposition Plan:</b> That specifies how the trees on the tree list will be protected from development and pre-development activity and shall include the preliminary route of access and utility lines. It shall specify which trees are to be relocated, removed or replaced, tree protected zone limits and highlight all trees that are over nineteen inches (19") in diameter. The plan should include the proposed developed area overlay depicting the building footprint, flatwork (street, drives, parking lots, sidewalks, etc.) and all other proposed improvements.	
<b>Landscape Plan:</b> Any proposed landscaping which should include the size and number of proposed new trees with species details.	
<b>In accordance with City Ordinance 2005-22:</b> No person shall cut, remove, encroach into the protected zone or relocate and tree larger than 19" in diameter or on any public or private property within the City unless a valid tree permit has been issued by the City Building Office.	
<b>Condition of Removal:</b> Payment of \$200 per removed tree up to a maximum of \$4,000	
All approvals on this application will expire after 180 days of filing unless a permit is issued or a written request for extension is received.	

**FEEES**

**All fees due to the City of Richmond shall be paid in full before issuance of the permit.** All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

**DISCLAIMER & SIGNATURE**

*I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>CITY OF RICHMOND USE ONLY</b></p> <p><b>Building Official:</b> _____ <b>Date:</b> _____</p> <p><b>Planning Official:</b> _____ <b>Date:</b> _____</p>	<p><b>Comments</b></p> <div style="border: 1px solid black; height: 100px;"></div>
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