



Application for Tree Removal

In accordance with City Ordinance 2005-22

***REQUIRED FIELDS**

*Location Address _____

*Owner's Name: _____ Phone: _____

*Mailing Address _____

*Contractor _____ * Phone: _____

*Contractor Contact Name: _____ *Phone: _____

Email: _____

Permit required.

No person shall cut, remove, encroach into the protected-zone, or relocate any 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 Permit Office. Tree List: Pecan, Oak, Pine, Cedar, Elm, Hickory, Magnolia, Red Bud, Maple.

Submittal Requirements:

- Tree Survey.** An on-the-ground survey drawing containing the location of the trees, their circumference, type (species) and protected zone limits.
- Tree Disposition Plan** 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. In addition, 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. In addition, the plan should include the proposed developed area overlay depicting the building footprint, flatwork (streets, drives, parking lots, sidewalks, etc.) and all other proposed improvements.
- Landscape Plan** of any proposed landscaping, which should include the size and number proposed new trees with species' details.

Plan Review. The City of Richmond Building Inspector will review the plans and provide comments indicating the requirements for replacement trees and/or the tree preservation plan.

THIS APPLICATION IS NOT VALID WITHOUT *REQUIRED FIELDS

I hereby 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 or Issuance of Certificate of Occupancy 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. The building or structure shall not be occupied prior to the code official issuing a permit or Certificate of Occupancy that indicates applicable provisions of the code have been met. Application Invalid 90-Days from

Date of Receipts in the Permit Office

*SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT

*(DATE)

*Name Printed

*Primary Contact Number

Other Contact Number

Date Received:
Received By: