



Tree Disposition Permit Application

This application is applicable for all removal of Protected Trees within the City of League City. A protected tree is defined as a tree being 12-inches in diameter or larger for Large Protected Trees and 6-inches in diameter for Small Protected Trees. The diameter should be measured 4.5 feet above grade level. The species of the tree must also be identified on the City's List of Protected Trees as located in Section 102-12 of the League City Code of Ordinances.

So that we may efficiently review your application in a timely manner, it is important that all required documents listed on the "Submittal Checklist" below are submitted with your application. The City Arborist or another staff member can assist you at the number above. Submit applications and accompanying documents to the Customer Service Lobby at the address above. Please allow an average of 5 – 7 business days for permit verification and processing. **NOTE:** Tree Disposition Permits requiring the signature of the Public Works Director may take longer.

SUBMITTAL CHECKLIST

<input type="checkbox"/>	The application must be signed by the owners of the property. If the applicant is the designated agent, the application shall include a Letter of Authorization from the property owners authorizing the agent to file the application on his behalf. All properties owned by business entities shall provide certified documentation indicating the names of all owners and legal designees of the business. This can include, but is not limited to, title reports, Articles of Incorporation, Certificates of Formation, Certificates of Status, or meeting resolutions.
<input type="checkbox"/>	A copy of the deed and a title report
<input type="checkbox"/>	PDF format on disc containing all documents rotated and formatted in sequential order based upon cover page.
<input type="checkbox"/>	Supporting details describing the reason the tree(s) is/are being removed.
<input type="checkbox"/>	<i>For removal of unhealthy or damaged tree(s) – Submit survey of property showing general location of tree(s) to be removed. Tree mitigation may still be required for commercial and multi-family property.</i>
<input type="checkbox"/>	<i>For removal of tree(s) for reasons other than damage – Submit Tree Deposition Plan for mitigation</i>
<input type="checkbox"/>	Application Fee: \$50.00

PROTECTED TREE LIST

List the Protected Trees below. If there are more than 15 trees, provide a separate sheet attached to the application.

Tree No.	Protected Tree Size (In Caliper Inches)	Protected Tree Species
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Caliper Inches: _____

TYPES AND DESCRIPTION

Check all that apply:

- Single-Family residence – New Construction
Commercial Project – New Construction
Unhealthy / Structurally Unstable Tree
Commercial Project – Addition
Other (Describe below.):

PROJECT INFORMATION

Address and/or Geographic Location:
Has the property been subject to a previous Tree Disposition Permit (Yes or No?):
Number of Protected Trees on the Property:
Protected caliper inches to be removed:

PROPERTY OWNER(S) INFORMATION

I hereby certify that this application and all related documents are a true representation of all facts concerning the proposed tree removal activity.

Name:
Company, (if applicable):
Mailing Address:
City:
State:
Phone:
Fax:
E-Mail:

TREE REMOVAL CONTRACTOR INFORMATION

Company conducting tree removal.

Name:
Company, (if applicable):
Mailing Address:
City:
State:
Phone:
Fax:
E-Mail:

OWNER(S) & REPRESENTATIVE CERTIFICATION

I hereby certify that this application, as well as the Tree Disposition Survey, and all related documents are a true representation of all facts concerning the proposed tree removal activity.

Representative's Signature:
Date:
Owner(s)' Signature(s):
Date:

Official Use Only

City Arborist(s)' Signature:
Date:
Director of Public Works Signature*:
Date:

*Only if four (4) or more trees are proposed to be removed.