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.

If no resubmittal or reasonable attempt to move the project forward has been made within six-months of a submittal, the application will be deemed dormant and a new application will be required.

### SUBMITTAL CHECKLIST

- 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.
- A copy of the deed and a title report
- PDF format on disc containing all documents rotated and formatted in sequential order based upon cover page.
- Supporting details describing the reason the tree(s) is/are being removed.
- 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.
- For removal of tree(s) for reasons other than damage – Submit Tree Deposition Plan for mitigation
- 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.

<table>
<thead>
<tr>
<th>Tree No.</th>
<th>Protected Tree Size (In Caliper Inches)</th>
<th>Protected Tree Species</th>
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Total Caliper Inches: ____________________________

Revised 3/2019
TYPES AND DESCRIPTION

Check all that apply:

☐ Single-Family residence – New Construction
  A removal of a tree from an undeveloped property to construct a single-family residence.

☐ Unhealthy / Structurally Unstable Tree
  A removal of a tree from a developed property due the deteriorating health of the tree and/or the tree is causing structural damage to a nearby building/structure. (Unhealthy/Unstable tree(s) do not require replacement.)

☐ Commercial Project – New Construction
  A removal of a tree from an undeveloped property to construct a commercial building.

☐ Commercial Project – Addition
  A removal of a tree from a developed commercial property due to an expansion of the existing commercial project.

☐ Other (Describe below.):

___________________________________________
___________________________________________
___________________________________________

PROJECT INFORMATION

Address and/or Geographic Location: __________________________________________________________

Has the property been subject to a previous Tree Disposition Permit (Yes or No?): __________ If so, when? (Date): __________

Number of Protected Trees on the Property: _______ Total Number of protected caliper inches on property: _______

Protected caliper inches to be removed: _______ Caliper inches to be replaced: _______

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: __________________________

TREERemoval 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. This application is made with the approval of the Owner and/or a Representative, as evidenced by the signatures below.

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.