

APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: engineering@roswellgov.com

**OFFICE USE ONLY**

Date: ___/___/___

Application Number: _____

Taken By: _____

NON-SINGLE FAMILY TREE REMOVAL PERMIT APPLICATION

Description of proposed tree removal location (check all that apply):

- Commercial HOA Common Area Vacant Land
 Apartments/Condos Permit Exemption Confirmation*

* See Page 3 for Permit Exemption Criteria and check the correct one(s)

PROJECT DESCRIPTION

Job Site Address: _____

Project Description: _____

Total Parcel: _____ Acres

Disturbed Area: _____ Acres

Subdivision: _____

CONTACTS

Property Owner	Name: _____		
	Address: _____		
	City: _____	State: _____	Zip: _____
Tree Removal Company	Name: _____		ISA # (if arborist): _____
	Address: _____		
	City: _____	State: _____	Zip: _____
	Phone: _____	E-mail: _____	
Applicant	<input type="checkbox"/> Property Owner <input type="checkbox"/> Tree Company		Name: _____
	Address: _____		
	City: _____	State: _____	
	Phone: _____	E-mail: _____	

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the City Arborist for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of any applicable state or local law regulating tree removal. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all tree removal activities will comply with applicable city codes in effect at the time of permit issuance. I understand that this application will expire after six months if no activity takes place.

Signature of Applicant _____

Date _____

TREE REMOVAL PERMIT FEE SCHEDULE

Application Fee (all applicants):	\$25
Tree Removal Permit Fee:	\$0 If found Exempt (see page 3)
	\$50 per acre, up to \$500 maximum, for all non-Single Family Residential parcels
Specimen Tree Removal Permit Fee:	Details on page 3

TREE REMOVAL PERMIT APPLICATION CHECKLIST

This checklist contains the information required to prepare and submit plans for a City of Roswell Tree Removal Permit on single family residential property and non-development related tree removal on other property types.

When submitting plans for review for a Tree Removal Permit, provide **all** items listed below.

Applicant **COR** *Please check each item only if complete and included*

- A. Completed Tree Removal Application and this checklist page.
- B. Provide site plan to scale in space provided below or on a separate page. On the site plan include:
 - 1. Property boundary with address of property.
 - 2. Show the location of existing structures and driveways located on the parcel for reference.
 - 3. Clearly denote all trees to be removed, include diameter at breast height (DBH) and species.
- C. Photograph of tree(s) to be removed. Label photos with tree name and diameter if more than one tree is being removed.

*** You may be required to submit a replanting plan, tree survey, and/or tree protection plan**

SITE PLAN

Space available for site plan as noted in B. above. Utilize a separate plan sheet as applicable for complex projects.

I Certify that the trees I am requesting removal are on the property of the job site address listed on page 1.

Signature of Applicant

Date

TREE REMOVAL REGULATIONS

The Roswell *Unified Development Code (UDC)*, Article 12 - Environmental Protection - Section 1 Tree Protection states that: "No person may remove, poison, damage, trim, or transplant any tree with a trunk diameter of three (3) inches in diameter at breast height (DBH), which normally attains a mature height of fifteen (15) feet or more without first obtaining a permit as provided in this UDC".

- You will be required to provide a **Site, Tree Protection** and **Tree Replacement Plans**, as applicable.
- Trees to be removed, including Specimen Trees, may be field verified by the City Arborist.
- The application must be approved and all fees paid prior to removal of any trees.
- Landscape replacement and maintenance bonds may be required as per Article 10.2.11 of the UDC, as applicable.

TREE REMOVAL PERMIT EXEMPTION CRITERIA

In accordance with UDC Section 12.1.1.C, the following are exempt from requiring a permit for tree removal:

- The removal of trees other than specimen trees from any lot of less than one (1) acre in size and which contains or is zoned and platted or to be platted for purposes of constructing a detached house or attached house.
- The removal of trees from horticultural properties such as farms, nurseries, orchards or timber harvesting.
- The removal of trees by a utility company within dedicated utility easements, where necessary to install, remove, repair, or maintain utilities within said easements.
- The removal of trees on public rights-of-way by or on behalf of any federal, state, county, municipal, or other government agency with jurisdiction, where necessary to lawfully construct, maintain, repair or improve said public rights-of-way.
- The removal of trees, other than specimen trees, from detention ponds and drainage easements where necessary for the construction, maintenance, or operation of said ponds or drainage improvements within said drainage easements.
- The removal of any tree which has become or threatens to become a danger to human life or property, as determined by the City Arborist.
- The removal of trees less than three (3) inches, at breast height, where no Land Disturbance permit is required.

DEFINITION OF SPECIMEN TREE

A **Specimen Tree** is any tree, in fair or better condition (see UDC Article 14 – Definitions), which qualifies for special consideration for preservation due to size, species, or condition, and which meets the following DBH (diameter at breast height, in inches):

- 08" DBH – Small trees (dogwood, sourwood, cherry, etc.)
- 16" DBH – Mid-story trees (maple, birch, magnolia, holly, etc.)
- 20" DBH – Overstory hardwoods (oak, hickory, sweet gum, ash, etc.)
- 30" DBH – Overstory softwoods (pine, etc.)

The City Arborist will determine if the tree is specimen. If the tree(s) are determined specimen the arborist will send you the specimen fee and "replanting in lieu of specimen fee" options (see UDC Article 12.1.13-Sec B).