

APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: engineering@roswellgov.com

**OFFICE USE ONLY**

Date: ___/___/___

Application Number: _____

Taken By: _____

SINGLE FAMILY TREE REMOVAL PERMIT APPLICATION

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

 Single Family Permit Exemption Confirmation* Vacant Lot

* 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:

Phone:

E-mail:

Tree Removal Company

Name:

ISA # (if arborist):

Address:

City:

State:

Zip:

Phone:

E-mail:

Applicant Property Owner Tree Company

Name:

Address:

City:

State:

Zip:

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 Single-Family Residential parcels 1 Acre or more

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.

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

Applicant	COR	<i>Please check each item only if complete and included</i>
↓	↓	
___	___	A. Completed Tree Removal Application and this checklist page.
___	___	B. Provide a site plan 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.

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 for 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).