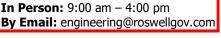
APPLICATION INTAKE
In Person: 9:00 am – 4:00 pm
By Email: engineering@roswellgov.com





OFFICE USE ONLY
Date:/
Application Number:
Taken By:

SINGLE FAMILY TREE REMOVAL PERMIT APPLICATION							
Description of		oval location (check all					
☐ Single I	Family	* See Page 3 for P	emption Confirmation ermit Exemption Criteria the correct one(s)	n* ☐ Vacant Lot			
PROJECT DESCRIPTION							
Job Site Addre	ess:						
Project Descri	ption:						
Total Parcel:	Acres [Disturbed Area:A	cres	Subdivision:			
		COI	NTACTS				
	Name:						
Property	Address:						
Owner '	City:		State:	Zip:			
	Phone:		E-mail:				
	Name:			ISA # (if arborist):			
Tree Removal	Address:						
Company	City:		State:	Zip:			
	Phone:		E-mail:				
	Property Owner	Tree Company	Name:				
Annlicant	Address:						
Applicant	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 A	Applicant			Date			
TREE REMOVAL PERMIT FEE SCHEDULE							
pplication Fee ree Removal Pe	(all applicants):	\$25	nt (coo nage 2)				
ree Kemoval Po	ermit ree:	\$0 If found Exemp		Acro or moro			
naciman Trac	Removal Permit Fee:		\$50 Single-Family Residential parcels 1 Acre or more Details on page 3				
pecimen riee r	Cinovai i cinnit i ce.	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.

pplicant	COR	Please check each item only if complete and included				
▼	▼ 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.				
		CITE DI AN				
	Snace	SITE PLAN a available for site plan as noted in B. above. Utilize a separate plan sheet as applicable for complex projects.				
I Certify	that th	ne trees I am requesting for removal are on the property of the job site address listed on page 1.				
Signatur	C A	nlicant				

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 a	ccordance 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).