



# CITY OF GRAPEVINE

## TREE PRESERVATION PERMIT APPLICATION

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- A. COMPLETE APPLICATION WITH NOTARIZED SIGNATURES OF OWNER AND/OR APPLICANT.
- B. PRELIMINARY PLAT SHOWING THE EXACT LOCATION, SIZE (TRUNK DIAMETER & HEIGHT) AND COMMON NAME OF ALL TREES TO BE REMOVED.
- C. A LETTER INDICATING THE REASONS FOR REMOVAL OR REPLACEMENT OF TREES.
- D. TWO COPIES OF LEGIBLE SITE PLAN (INDICATING ITEMS 5 THROUGH 10) DRAWN TO LARGEST PRACTICABLE SCALE, Z-FOLDED TO 9"X12".

DIRECT QUESTIONS TO DEVELOPMENT SERVICE'S STAFF AT (817) 410-3155  
FAX NUMBER (817) 410-3018

DELIVERY ADDRESS

DEVELOPMENT SERVICES  
PLANNING DIVISION  
200 S MAIN STREET  
GRAPEVINE, TX 76051

CORRESPONDENCE ADDRESS

DEVELOPMENT SERVICES  
PLANNING DIVISION  
P. O. BOX 95104  
GRAPEVINE, TX 76099

City of Grapevine  
Tree Preservation Application

1. Applicant/Agent Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_
2. Applicant's interest in subject property \_\_\_\_\_  
\_\_\_\_\_
3. Property owner(s) name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_
4. Address of subject property \_\_\_\_\_  
Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_
5. Location of all existing or proposed structures, improvements such as streets, alleyways etc. and site uses, properly dimensioned and referenced to property lines, setback and yard requirements.
6. Date, scale, north point, and the names, addresses and telephone numbers of both property owner and the person preparing the plan.
7. Location of existing and proposed utility easements on the lot.
8. Location and dimensions of visibility triangles on the lot.
9. City Council shall dictate what caliper size tree to survey for purposes of preservation of existing trees. Trees to remain shall be designated by a circle.
10. City Council shall dictate what caliper size tree to survey for purposes of removal. Trees to be removed shall be designated by a triangle.

11. Tree information required above shall be summarized in legend form on the plan and shall include the reason for the proposed removal. This same summary shall also be submitted on an 8.5" x 11" sheet of paper.
12. Tree Replacement Plan: The plan shall exhibit the location of proposed trees to be replaced and include a legend indicating the species, caliper size and height of proposed tree replacement. Replacement trees shall be designated by a square. The legend shall also be submitted on an 8.5" x 11" sheet of paper.
  - (a) No replacement tree may be planted within a visibility triangle, a water course, or an existing or proposed street or alley.
  - (b) A replacement tree must have a minimum caliper of at least three (3) inches when measured at six (6) inches above ground level.
  - (c) A replacement tree that dies within two years of the date it was planted must be replaced by another replacement tree that complies with the Tree Preservation Permit.
13. Tree Protection Plan: The plan shall describe how existing healthy trees proposed to be retained will be protected from damage during construction.

**THE DEVELOPMENT SERVICES STAFF WILL DETERMINE THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES. BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION MAY BE RESCHEDULED TO A LATER DATE.**

14. SIGNATURE TO AUTHORIZE A TREE PRESERVATION PERMIT REQUEST.

Applicant (print): \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Owner (print): \_\_\_\_\_

Owner signature: \_\_\_\_\_

The State of \_\_\_\_\_

County of \_\_\_\_\_

Before me \_\_\_\_\_ on this day personally appeared  
\_\_\_\_\_ known to me (or proved to me on the oath of  
\_\_\_\_\_ or through \_\_\_\_\_  
(description of identity card or other document) to be the person whose name is subscribed  
to the foregoing instrument and acknowledged to me that he executed the same for the  
purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_,  
A.D. \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Signature

The State of \_\_\_\_\_

County of \_\_\_\_\_

Before me \_\_\_\_\_ on this day personally appeared  
\_\_\_\_\_ known to me (or proved to me on the oath of  
\_\_\_\_\_ or through \_\_\_\_\_  
(description of identity card or other document) to be the person whose name is subscribed  
to the foregoing instrument and acknowledged to me that he executed the same for the  
purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_,  
A.D. \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Signature

# Tree Preservation Application Procedural Timetable

Application Deadline	Zone Change Review Submittal
<u>Days 1-14</u>	Planning Staff Review
<u>Day 15</u>	Technical Review Committee  Planning Department Public Works Building Inspections Fire Department Police Department Utility Companies
<u>Day 23</u>	Return Necessary Revisions To Planning Department Staff
<u>Day 25</u>	Notice To Newspaper
<u>Day 32</u>	Adjacent Property Owners; Posting Of Signs On Property
<u>Day 39</u>	Packets Submitted For Distribution To City Council And Planning And Zoning Commission
<u>Day 42</u>	City Council And Planning And Zoning Commission Joint Public Hearing

Planning And Zoning Commission Recommendations  
To City Council Result In The Following Action

- |          |   |  |
|----------|---|--|
| Approval | - | Requires A Council Majority Vote                                 |
| Denial   | - | Requires 3/4 Vote Approval By Council                            |
| Tabling  | - | Set To A Date Certain; Further Research And Information Required |