



CITY OF GRAPEVINE

TREE REMOVAL PERMIT APPLICATION

- A. COMPLETE APPLICATION WITH NOTARIZED SIGNATURES OF OWNER AND 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 14) DRAWN TO LARGEST PRACTICABLE SCALE, Z-FOLDED TO 9"X12".
- E. A FLASH DRIVE WITH ALL FILES IN PDF FORMAT AT TIME OF SUBMITTAL.

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

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 Removal 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 and special relationships.
6. Date, scale, north point, and the names, addresses and telephone numbers of both property owner and the person preparing the plan.
7. Existing and proposed site elevations, grades and major contours.
8. Location of existing and proposed utility easements and drainage easements on

the lot.

9. Location and dimensions of visibility triangles on the lot.
10. Survey locating Protected Trees on the site to remain that are three (3) inch caliper or greater when measured at a point four and one-half (4-1/2) feet above the ground level. Protected Trees to remain shall be designated by a circle
11. Survey locating trees on the site to be removed that are three (3) inch caliper or greater when measured at point four and one-half (4-1/2) feet above the ground level. Protected Trees to be removed shall be designated by a triangle.
12. 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.
13. Protected Tree Replacement Plan: The plan shall exhibit the location of Protected Trees proposed 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.
14. Tree Protection Plan: The plan shall describe how existing healthy Protected 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.

15. SIGNATURE TO AUTHORIZE A TREE REMOVAL 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 Removal Permit 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