



City of Southlake

Tree & Brush Removal Permit Application

Property Address: _____

| | Owner | Contractor |
|---------------|-------|------------|
| Name: | _____ | _____ |
| Address: | _____ | _____ |
| | _____ | _____ |
| Phone Number: | _____ | _____ |
| Email: | _____ | _____ |

- For New Construction:**
- | | | |
|---|---|---|
| <input type="checkbox"/> Earth Disturbance Permit | <input type="checkbox"/> New commercial development | <input type="checkbox"/> New residential development |
| <input type="checkbox"/> New commercial pad site | <input type="checkbox"/> New residential pad site | <input type="checkbox"/> Installation of utilities, streets |
| <input type="checkbox"/> Clear Underbrush | | |

ITEMS REQUIRED WITH SUBMITTAL: (MAXIMUM PLAN SIZE 11X17) Supply electronic version if larger plans

| | |
|--------------------------|---|
| <input type="checkbox"/> | Copy of the City Council approved Tree Conservation Plan including any conditions placed on the approval which includes all the following elements: <ul style="list-style-type: none"> <input type="checkbox"/> All individually protected trees <input type="checkbox"/> All protected tree stands <input type="checkbox"/> Existing streams, drainage creeks, ponds, and other water bodies and buffers (if any) <input type="checkbox"/> Tree survey <input type="checkbox"/> 2-foot contour map of the site <input type="checkbox"/> Protected trees within the tree preservation area including tree size and type <input type="checkbox"/> Critical Root Zones of individual trees <input type="checkbox"/> Areas of encroachment into environmentally sensitive areas identified on the site <input type="checkbox"/> Detailed site plan of all proposed improvements <input type="checkbox"/> Setbacks, building lines, buffer yards <input type="checkbox"/> Clear delineation of the status of all protected trees after the proposed development is constructed <input type="checkbox"/> Final grading plans <input type="checkbox"/> Replanting/reforestation areas, if any <input type="checkbox"/> Required tree protection plan measures <input type="checkbox"/> Clear delineation of construction related parking, storage, staging, and access areas |
|--------------------------|---|

- Unrelated to New Construction:**
- | | |
|--|---|
| <input type="checkbox"/> Maintenance/Construction of utility lines | <input type="checkbox"/> Diseased, hazardous, or damaged tree |
| <input type="checkbox"/> Selective thinning in a heavily wooded area | <input type="checkbox"/> Limited removal on AG zoned property |
| <input type="checkbox"/> Brush Clearing | <input type="checkbox"/> Other _____ |

ITEMS REQUIRED WITH SUBMITTAL: (MAXIMUM PLAN SIZE 11X17) Supply electronic version if larger plans

| | |
|--------------------------|--|
| <input type="checkbox"/> | Existing use of the property |
| <input type="checkbox"/> | A detailed written statement stating the reasons for the requested tree alteration (to be attached) |
| <input type="checkbox"/> | The amount of land to be disturbed, if any |
| <input type="checkbox"/> | The method and equipment to be used |
| <input type="checkbox"/> | The dates the proposed alteration would take place |
| <input type="checkbox"/> | A legible diagram or map (to scale) indicating any of the following that may be affected by the proposed alteration: <ol style="list-style-type: none"> i. Location of all existing structures, improvements, streets or rights-of-way, property lines, setback and yard requirements. ii. Location of all existing utility lines, utility service lines, and easements. iii. The common and botanical name, size and location of all trees specifically designated by number; and iv. Any other information that may assist the Administrator |

Signature of applicant/owner: _____ Date: _____

Applicant/owner acknowledgement: I certify that all the information provided above is accurate to the best of my knowledge and ability.

**** Failure to provide complete and accurate information required above will delay the permit review process or result in permit denial****

| | | |
|---|--|---|
| Staff Review Only | | Permit Number _____ |
| Approved: | Administrator Comments: _____ | |
| <input type="checkbox"/> Meets TCP | <input type="checkbox"/> Selective thinning only | <input type="checkbox"/> Limited tree removal on AG zoned property |
| <input type="checkbox"/> Prevent vermin infestation | <input type="checkbox"/> Clear underbrush | <input type="checkbox"/> Diseased, damaged, or hazardous tree |
| | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Prevent damage to property |
| | | <input type="checkbox"/> Install or maintain a utility line or service line |
| | | (please specify) |
| Denied: | | (reason for denial) |
| Reviewed by: _____ | Date: _____ | Signature: _____ |

Online Permitting and Inspection Scheduling – “Southlake on Demand” <https://aca.accela.com/southlk>