



City of Sunset Hills - Planning & Zoning Department

Tree Removal Permit Submittal Checklist

The items in the checklist below must be submitted prior to the submittal deadline for Planning & Zoning consideration. Missing items by the submission deadline will delay the process until the following month.

Development Name: _____ Date: _____

Development Address(s): _____

Area of Tract: _____ Number of Proposed Buildings: _____

Current Zone: _____ Proposed Zone: _____

Developer Name: _____ Engineering Firm: _____

Attention: _____ Attention: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Property Interest of Applicant: () Owner () Contract Purchaser () Other _____

Petitioner Input		Staff Notes
Item	Included (X)	
Tree preservation plan, site plan and a landscape plan prepared by a certified arborist, certified forester, landscape architect or other professional		
Detailed information about the species, diameter (DBH), condition, location, and value of existing trees		
The following existing trees shall be shown on the plan: all trees of a caliper of eight (8) inches (DBH) and larger, that are on a construction site or within ten (10) feet of the property line upon which the construction site is located		
Trees meeting the definition of "landmark trees" shall be so identified		
The dollar value of each valued tree shall be calculated using methodology developed by the International Society of Arboriculture and described in their guidebook "Guide to Plant Appraisal" (available at www.isa-arbor.com)		
The plan shall provide the city with a professional opinion regarding the survivability of trees on the site and shall provide detailed information about which trees are planned for protection and which trees are to be removed		
Details shall be included about protective measures, including the use of root pruning, retaining walls, etc		
A "limit of disturbance line" shall indicate the border of areas where no grading is to occur and shall delineate the tree preservation areas		

Applicant concurrence

This information is correct and accurate:

Printed

Signed

Date



Petitioner Input		Staff Notes
Item	Included (X)	
An aerial photo of the site at a scale similar to or equal to the TPP map shall be included		
In areas where large groupings (>10,000 square feet of contiguous tree canopy coverage) of trees greater than a caliper of eight (8) inches (DBH) exist, individual trees within the interior of the grouping need not be plotted if no grading or other tree disturbance is planned		
Trees located within twenty (20) feet of the edge of the grouping, adjacent to areas planned for grading, shall be mapped and identified		
On sites where tree replacement is required, or proposed, the new plantings shall be shown and identified as to species, location and size		
A table shall be provided that lists the quantity and size, by species, of each tree to be planted along with a tabulation of the total number of caliper inches required and the total number of caliper inches provided by replanting		

Applicant concurrence

This information is correct and accurate:

Printed

Signed

Date