

APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: engineering@roswellgov.com

**OFFICE USE ONLY**

Date: ___/___/___

Application Number: _____

Taken By: _____

TREE REMOVAL PERMIT APPLICATION

Description of proposed tree removal location (check all that apply):

-
- Single-Family Residence
-
-
- Single-Family Subdivision
-
-
- Multi-Family
-
-
- Commercial
-
-
- Mixed Use
-
-
- Amenity Area
-
-
- Vacant Land

-
- Stream Buffers
-
-
- Floodplain
-
-
- Chattahoochee River Corridor
-
-
- Land Disturbance > 5,000 SF
-
-
- Forest Harvesting
-
-
- Permit Exemption Confirmation*

Additional Permits:

-
- Building
-
-
- Demolition
-
-
- Pool
-
-
- Deck
-
-
- Retaining Wall
-
-
- Land Disturbance

* See Page 3 for Permit Exemption Criteria

PROJECT DESCRIPTION

Job Site Address: _____

Project Description: _____

Total Parcel: _____ Acres

Disturbed Area: _____ Acres

Subdivision: _____

CONTACTS

Property Owner	Name: _____		
	Address: _____		
	City: _____	State: _____	Zip: _____
Tree Removal Company	Name: _____		
	Address: _____		
	City: _____	State: _____	Zip: _____
	Phone: _____	E-mail: _____	
Applicant	Name: _____		
	Address: _____		
	City: _____	State: _____	
	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 Applicant _____

Date _____

TREE REMOVAL PERMIT FEE SCHEDULE

Application Fee (all applicants):	\$25
Tree Removal Permit Fee:	\$0 Single-Family Residential parcels less than 1 Acre, if found Exempt (see page 3)
	\$50 Single-Family Residential parcels 1 Acre or more
	\$50 per acre, up to \$500 maximum, for all non-Single Family Residential parcels
Specimen Tree Removal Permit Fee:	In accordance with Specimen Tree Removal Fee Calculation Form (see page 4)

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 and non-development related tree removal on other property types.

When submitting plans for review for a Tree Removal Permit, provide **all** items listed below.

Applicant	COR	<i>Please check each item only if complete and included</i>
↓	↓	
___	___	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 or driveways located on the parcel for reference.
___	___	3. Location of all specimen trees on the property and on adjacent property if within 50 feet of property line.
___	___	4. Clearly denote all trees to be removed, include diameter breast height (size) and species.
___	___	C. To request a Permit Exemption Confirmation provide a site plan as noted in B. above and photograph of tree(s) to be removed. See page 3 of this application for exemption criteria.
___	___	D. For Specimen Tree Removal provide:
___	___	1. Narrative statement as to why the removal of the specimen tree is necessary.
___	___	2. Completed Specimen Tree Removal Fee Calculation Form.
___	___	F. For Specimen Tree Recompense credit provide a tree replacement plan per UDC Section 12.1.3.B.4
___	___	1. Show calculations, based on the tree density units as specified in UDC Table 12.1.6.B, for credit which may be given for new trees planted on the subject site, above and beyond the minimum site density requirement, if approved by the City Arborist.
___	___	2. Newly planted tree shall be of a caliper of four (4) inches or greater.

SITE PLAN

Space available for site plan as noted in B. above. Utilize a separate plan sheet as applicable for complex projects.

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 accordance 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.)

If a specimen tree is to be removed as part of the project, submit the chart on the following page with written justification for removal. Calculate the Specimen Tree Removal fee at \$500 for each Tree Density Unit of the Specimen Tree(s) removed.

For example, one 24" DBH Oak = 6.6 units x \$500.00/unit = a fee of \$3,300.

See Article 12.1.5 D of the UDC or the table on page 4 of this application.

The Tree Removal Permit shall not be issued, nor shall the specimen(s) be removed, until funds are received by the City of Roswell. Tree removal without or prior to a lawfully issued tree removal permit will result in a penalty assessed at \$1,000.00 per tree density unit of specimen(s) removed.

SPECIMEN TREE REMOVAL FEE CALCULATION FORM

Species or Common Name	DBH*	Specimen? Yes/No	Density Units	# of Trees	Total Units	Fee/ Unit	Fee
	3"		1.0			\$500	
	4"		1.5			"	
	5"		2.0			"	
	6"		2.5			"	
	8"		3.0			"	
	10"		3.6			"	
	12"		4.2			"	
	14"		4.8			"	
	16"		5.3			"	
	18"		5.7			"	
	20"		6.0			"	
	22"		6.3			"	
	24"		6.6			"	
	26"		6.9			"	
	28"		7.2			"	
	30"		7.5			"	
	32"		7.8			"	
	34"		8.1			"	
	36"		8.4			"	
	38"		8.7			"	
	40"		9.0			"	
	42"		9.3			"	
	44"		9.6			"	
	46"		9.9			"	
	48"		10.2			"	
	50"+		10.5			"	
						Total Fee	

* Round DBH down to closest even number, i.e. 23" = 22"

JUSTIFICATION FOR SPECIMEN TREE REMOVAL

Space available for narrative statement(s) as to why it is necessary to remove of any tree noted above as specimen.