

Application Checklist for Tree Removals

1. Requests to remove 1-2 tree(s) of any type that have a 6" DBH or greater will require using the Tree Removal application.
2. Requests to remove 3 or more trees of any type that have a 6" DBH or greater will require using the Minor Landscape Change application.
3. Requests to remove a (one) protected tree with a 16" DBH or greater **and** with written permission from the TOMP approving the removal requires using the Maintenance & Repair application.
4. Requests to remove a (one) protected tree with a 6" -15" DBH that is threatening your property **and** has a written report from a certified Arborist stating the reason the tree is a threat and his recommendation that the tree should be removed uses the Maintenance & Repair application.

Required application items:

_____ **Review Fee** for the Tree Removal application or Minor Landscape Change application.

**The Maintenance & Repair application does not require a review fee and can be approved without a review by the IDC coordinator.*

_____ **Pictures** of house showing existing tree(s) and the landscape surrounding area of the tree(s) to be removed.

Provide the additional requirements listed below that are applicable to your request & application:

_____ **Tree removals using the Maintenance & Repair application. No review fee required.**

- Identify location of the trees on the property & type of the tree.
- Include any proposed plan and details for replacing the trees. (plant material, size & quantity.)
- For removal of a (one) protected tree with 16" DBH or greater, you must submit a copy of the TOMP's written permission allowing the removal and tree and mitigation schedule if required by TOMP.
- For removal of a (one) protected tree with a 6"-15" DBH that is posing a threat or is diseased, you must submit a written letter from a certified Arborist stating the reason the tree is a threat and his recommendation that the tree should be removed.

**Protected trees with a 16" DBH or larger must have TOMP approval to be removed. Exceptions are Gum, Bradford Pear, China Berry, Pines, River Birch, Mimosa, Chinese Tallow, Camphor, and White Poplar (unless located within a buffer or Right-of-Way or easement)*

**Trees with a diameter of 24" or greater are considered historic and approval from the Board of Zoning Appeals may be required prior to removal.*

_____ **Tree removals using the Tree Removal application. (removal of up to 2 trees with a 6" DBH or greater)**

- Review fee
- Identify location of the trees on the property & type of the tree.
- Include any proposed plan and details for replacing the trees. (plant material, size & quantity.)

- If requesting to remove 2 trees and one or both of those trees are protected trees with a 16" DBH or greater, you must submit a copy of the TOMP's written permission allowing the removal and tree(s) and mitigation schedule if required by TOMP.
- If requesting to remove 2 trees and one or both of those trees are posing a threat or is diseased, you must submit a written letter from a certified Arborist stating the reason the tree(s) is a threat and his recommendation that the tree should be removed.

Tree removals using the Minor Landscape Change application.

(removal of 3 or more trees with a 6" DBH or greater)

- Review fee
- Identify location of the trees on the property & type of the tree.
- Include any proposed plan and details for replacing the trees. (plant material, size & quantity.)
- If any of the trees you are requesting to remove is a protected tree with a 16" DBH or greater, you must submit a copy of the TOMP's written permission allowing the removal and tree and mitigation schedule if required by TOMP.
- If any of the trees you are requesting to remove is a protected tree with 6" -15"DBH, that posing a threat or is diseased, you must submit a written letter from a certified Arborist stating the reason the tree(s) is a threat and his recommendation that it should be removed.