

Application Checklist for Tree Removals

1. Requests for emergency tree removal of a diseased/damaged tree that poses a threat to the property requires using the Maintenance and Repair application.
2. Requests to remove an existing tree(s) of any type that have a 6" DBH or greater will require using the Minor Landscape Change application.

Reference Tree Removal/Replacement Policy for additional guidelines and restrictions. The I'On IDC reserves the right to deny any tree removal. Homeowners must replace or mitigate all trees greater than 6" DBH (19" in circumference) that are approved for removal with the guidance of the I'On Tree Replacement Table, with final approval and at the sole discretion of the IDC. Mitigation may be required by both TOMP and the IDC.

Required application items:

_____ **Review Fee** for the 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.*

_____ **Provide photos** of tree(s) from different views including a reference point (i.e., the house, driveway, fence, etc.) and the landscaping in the area surrounding the tree(s).

_____ **Identify location** of the tree(s) on the property (on a survey, map, or plan), the type of the tree(s), size (DBH), and health.

_____ **Include any proposed plan** with details for replacing the tree. (Tree(s), type, size, and quantity)

_____ **If the tree(s) you are requesting to remove requires TOMP approval**, then submit the TOMP's written permission allowing the removal and the tree mitigation schedule if required by TOMP.

Reference TOMP Code Section 156.225:

***Protected trees with a 16" DBH or larger must have TOMP approval to be removed.*

Exceptions are Pines, Sweet Gum, Callary Pear varieties, River Birch, Mimosa, Chinaberry, Chinese Tallow, Camphor tree and White Poplar.

***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.*

_____ **If the tree(s) you are requesting to remove is a non-emergency threat to life or property or is diseased**, submit a written letter from a certified Arborist stating the reason why it is posing a threat and recommending that the tree(s) should be removed. *See Maintenance and Repair application for emergency removals.*