



APPLICATION FOR A TREE REMOVAL PERMIT

(Please print clearly)

City of Colleyville
100 Main Street
Colleyville, TX 76034
Phone 817.503.1030
Fax 817.503.1039

Part 1. Property information

Street Address:	Legal Description:
Proposed Beginning Date of Work:	Proposed End Date:

Part 2. Description of Tree Removal Request

Describe the reason for this request (Building Permit, Subdivision, Lot Clearing etc.)

Part 3. Submittal Requirements

Please see the attached information concerning submittal requirements

Part 4. Contact Information

Part 5. Property Owner Authorization

Name of contact person:	Name of property owner:
Contact phone number:	Property owner phone number:
Contact E-Mail address:	Property owner address:
Signature of contact person:	Signature of property owner or provide letter of authorization:

Part 6. Number of Protected Trees

Based on the submittal requirements contained in the attached information, state the total number of protected trees on the property:

TOTAL: _____

Part 7. Permit Fee

The total tree removal permit fee is \$50.00 plus \$25.00 per protected tree on the property, right-of-way or development site based on the number provided in Part 6 above. Any discrepancy between the number of protected trees shown on tree preservation plan and the number provided in Part 6 may affect the fee amount, which may result in a delay in issuing this permit.

Part 8. For Office Use Only

Reviewed by: _____ Community Development	Permit Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Permit #:
	Issue Date:
	Fee Amount:

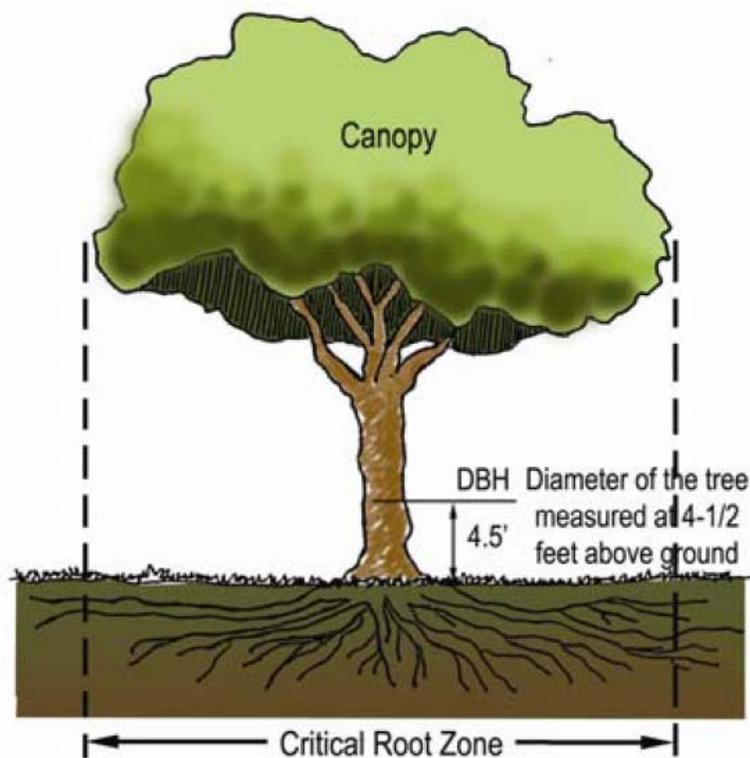
Comments & Special Conditions:



Tree Preservation in Colleyville

Key Definitions related to Tree Preservation

Critical Root Zone. The area of undisturbed natural soil around a tree defined by a concentric circle with a radius in feet equal to the number of inches of trunk diameter. The Critical Root Zone is used by plan reviewers to determine compliance with design standards and construction specifications, and is considered the minimum portion of a tree's extensive root system that must be protected during construction.



Critical Root Zone Example

Construction Requirements

The ensuing procedures shall be followed prior to, and during, construction.

- Tree Flagging: All trees to be removed from the construction site shall be flagged with bright red vinyl tape wrapped around the main trunk at a height of four feet (4') or more such that the tape is visible to workers on foot or driving equipment.



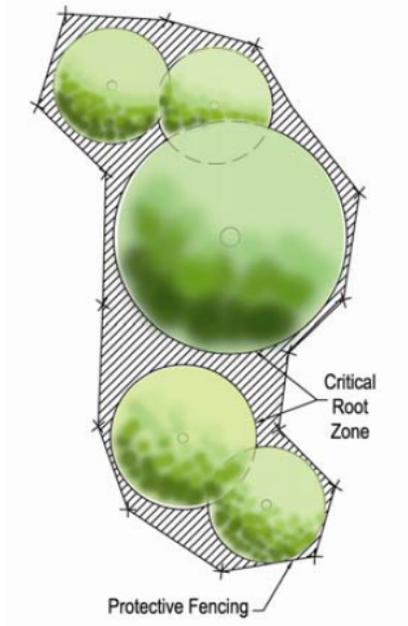
Tree Flagging Example

- Tree Identification: All protected trees shall be tagged with the unique classification number described above. Said number shall correspond to the number listed on the tree protection plan and shall be clearly visible and legible on a metallic surface located between four and five feet above the base of the tree. The classification number shall remain on the tree until all construction is complete and final approval has been obtained by the City.
- Protective Fencing: All protected trees shall have protective fencing located at the tree's critical root zone. The protective fencing shall be comprised of orange vinyl construction fencing, with a minimum of four-foot (4') approximate height. The protective fencing may be located within the critical root zone of the specimen tree for approved construction only as determined by the Administrative Official. The fencing shall follow the delineation of the approved construction.

In order to protect the trunk, the trunks of all protected trees shall be wrapped with orange vinyl construction fencing such that the trunk will be easily visible during construction activities.



Protective fencing for multiple trees



Protected tree trunk wrapped with orange vinyl fencing

- **Bark Protection:** in situations where a tree remains in the immediate area of intended construction, the tree shall be protected by enclosing the entire circumference of the tree's trunk with lumber encircled with wire or other means that does not damage the tree.

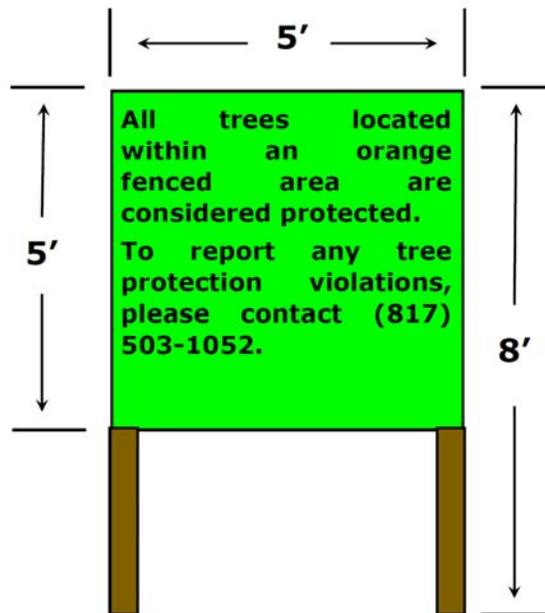


Lumber wrapped trunk

- **Construction Pruning:** In a case where a low hanging limb may be broken during the course of construction, the obtrusive limb may be cut. The limb shall be cut either flush to the trunk on or at the next joint of the limb. The wound shall then be sealed with pruning paint.

In no instance shall pruning involve a portion of the trunk or thirty percent (30%) of the entire canopy without the Administrative Official's prior approval.

- **Site Signage:** Prior to, and during, construction activities, a sign(s), clearly visible from any adjacent roadways, shall be placed by the developer stating the following: "All trees located within an orange fenced area are considered protected. To report any tree protection violations, please contact (phone number designated by the Administrative Official)". The Administrative Official may require the addition of more specific contact information to the sign. Lettering shall be a minimum of 8 inches in height, shall be legible and able to be read from a passing vehicle on any adjacent roadway. The sign dimensions shall, at a minimum, be five feet in width and height. The overall sign height shall be a minimum of eight (8) feet in height measured from the ground to the top of the sign. The sign colors shall be as follows: lettering shall be black, the sign background shall be fluorescent green.



Site Signage Example

Prohibited Activities

The following activities **shall be prohibited** within the limits of the critical root zone of any protected tree:

- **Material Storage:** No materials intended for use in construction or waste materials accumulated due to excavation or demolition shall be placed within the limits of the critical root zone of any tree.
- **Equipment Cleaning / liquid disposal:** No equipment may be cleaned or other liquids deposited within the limits of the critical root zone of a tree. This would include but not be limited to, paint, oil, solvents, asphalt, concrete, mortar or other materials.
- **Tree Attachments:** No signs, wires or other attachments, other than those of a protective nature mentioned above shall be attached to any tree.
- **Vehicular Traffic:** No vehicular and construction equipment traffic or parking is allowed within the limits of the critical root zone of trees.

NOTE: Protective fencing and wrapping shall remain in place and in the required location at all times during the duration of construction.

Any violation of the construction requirements and prohibited activities listed above will result in the issuance of a citation and may

also result in a work stoppage, additional mitigation and civil penalties.

All Other Tree Preservation Requirements

All remaining requirements are located in Chapter 5-Tree Preservation in the Land Development Code. Anyone who applies for a tree removal permit is expected to familiarize themselves with ALL provisions of this chapter.

Any inquiries or questions regarding tree preservation in Colleyville may be directed as follows:

**City of Colleyville
Community Development Department
100 Main Street
Colleyville, TX 76034
(817)503-1104
Email: amarsh@colleyville.com**

<http://www.colleyville.com/communitydevelopment.html>