

TREE PROTECTION APPROVAL

Project Address: **[STREET # AND NAME]**

Date:

Applicant Name:

APPLICATION SUBMITTAL REQUIREMENTS

Exhibit 1 – Application Forms and Documents

- Universal Application Form
- Indemnification Form
- Electronic Signature Disclosure Form
- Project Data Sheet
- Cover Letter summarizing project intent, including:
 - Itemized list of amendments in narrative form
 - Date of prior Planning Board approval

Exhibit 2 – Project Documentation

- Existing Conditions Plan (see § 27-1424(2)) documenting the location of Protected Trees proposed for Tree Removal.
- Define and provide supporting materials if any exceptions apply to the project (see §27-2103(a) for exception list). Note: certain exceptions may not be viable (see §27-2103(b)).
- Narrative of alternative site design that was explored to minimize Tree Removal.
- Narrative of Project Reductions or Modifications that were incorporated into the project to reduce Tree Removal.
- Landscaping plan indicating the mitigation plan for unavoidable Tree Removal.:
 - If Off-site replacement is proposed: Documentation from the owner(s) of the off-site property granting approval to plant trees on the property.
 - If Off-site replacement is proposed on City-owned or controlled property: a letter from the City Manager or their designee allowing planting on the property.
 - If On-site replacement is not provided as mitigation, a narrative, accompanied by such site plan drawings as may be necessary and appropriate, explaining in detail why On-site replacement is not feasible or practical.
- Summary of any in-lieu payments for Tree Removal that are proposed.