

Date: \_\_\_\_\_

Permit # \_\_\_\_\_



6400 El Verde Road, Leon Valley, TX 78238  
 Phone: (210) 684-1391 X 227 Fax: (210) 509-8288

**TREE REMOVAL AND REPLACEMENT PERMIT APPLICATION**

(**SITE PLAN REQUIRED** and applicant must provide proof of liability issuance and must have 2-hrs of tree cutting/pruning training/professional experience with trees)

**New Construction Only: Residential Fee: \$60.00 - Commercial Fee: \$120.00**

Location of trees to be removed/replaced: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_  
(Address) (City) (State) (Zip)

Name of Arborist/Tree Expert: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Certified Arborist Certificate # (if applicable): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**I am the designated permittee and will comply with all Leon Valley city regulations as specified by Chapter 13, Section Sec. 13.02.072 :**

**Printed Name:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

- \*\*\*Note\*\*\***
- (1) Heritage trees (24" caliper or larger) are protected by Ordinance
  - (2) Clear-cutting is prohibited (removal of 25% of all living trees on the property)
  - (3) New Construction and/or tree relocation requires a tree cutting permit for retail, commercial, industrial properties and trees within right-of-ways and easements

**Application requirements:** The permit application for tree removal or planting shall be accompanied by a site plan that states or depicts the following information:

- (1) Location of all existing or proposed structures, improvements such as streets, alleyways, etc., and site uses, properly dimensioned and referenced to property lines, setbacks and yard requirements.
- (2) Date, scale, north point, and the names, addresses and telephone numbers of both the property owner and the person preparing the plan.
- (3) Location of existing and proposed utility easements and drainage easements of the lot.
- (4) Location and dimensions of visibility triangles on the lot.
- (5) Point of contact information/responsible party information, to include address, telephone number and any state registration or license numbers in the event

violation (i.e., P.E., RPLS).

- (6) A survey identifying the building footprint, buildable area, existing topographical information, easements, rights-of-way, setbacks, property lines and all trees over four inches (4") in diameter shall be submitted. Trees to remain shall be designated by a circle. Trees to be removed shall be designated by an "X". Each tree shall be numbered referencing a legend specifying the caliper or diameter, common name, and whether it is small, medium, large or "heritage." Driplines shall be indicated for trees to remain. The number of small trees shall be provided at the end of the legend by species. Tree information required above shall be summarized in legend form on the plan and shall include the reason for any removals.
- (7) Tree relocation plan. The plan shall exhibit the current location of all small, medium, large and heritage trees proposed for replanting and indicate the proposed replanting location for each. The plan shall include the proposed building footprint, driveways, parking lots, topographical information, easements, rights-of-way, setbacks, and property lines.
- (8) Tree replacement plan. The plan shall exhibit the location of proposed replacement trees and remaining small, medium, large and heritage trees. It shall include a legend indicating the common name, caliper or diameter size and height of proposed replacement trees. Replacement trees shall be designated by a square. Remaining small, medium, large and heritage trees shall be designated by a circle. Species to be removed and/or remain shall be designated with the same symbols. The plan shall include the proposed building footprint, driveways, parking lots, topographical information, easements, rights-of-way, setbacks, and property lines.

**Application review:** Upon receipt of proper application, the Community Development Department shall review for compliance with the provisions of L.V.C.C. Chapter 14 Tree Preservation. Said review will include a field inspection of the site by City staff prior to the issuance of a permit. The application may be referred to the City Engineer and/or City Manager as deemed appropriate for review and recommendations.

- (1) An application for a tree planting or removal permit will not be accepted until the following is submitted, with the application, to the Community Development Department:
  - (A) Application fee; and
  - (B) An amount sufficient to recover all of the city's costs for the services of a contract professional that are directly incurred by the city for review of the application.
- (2) The original tree survey for a tract that is provided with the original application for a tree removal permit shall be the reference by which all subsequent tree removal permits for the tract or portions of the tract shall be considered. An applicant may not circumvent the minimum preservation requirements set forth in this article for the tract through the filing of multiple tree removal applications.