

Tree Removal Application

Date: _____

PERMIT # **TRANSACTION #**

TREE PRESERVATION FEE:

ADDRESS OF SITE:

Property Owner:

NAME: PHONE #:

ADDRESS:

Applicant:

(If applicant is not the owner, please provide the notarized owner responsibility affidavit signed by the owner)

NAME: PHONE #:

ADDRESS:

Attach the following:

Owner responsibility affidavit*

Certification of Site Plan, tree(s) condition and reason for application to remove* (from arborist)

Certification of reasons for removal* (from engineer)

Color photos of tree(s) requested to be removed*

Current Survey*

Site Plan*

Tree Protection Plan*

Replacement Tree Option Affidavit*

***See Reverse for full description.**

Applicant's signature _____ Date _____

Plan Reviewer:

PARKWAY APPROVAL:

PERMIT ISSUE DATE :

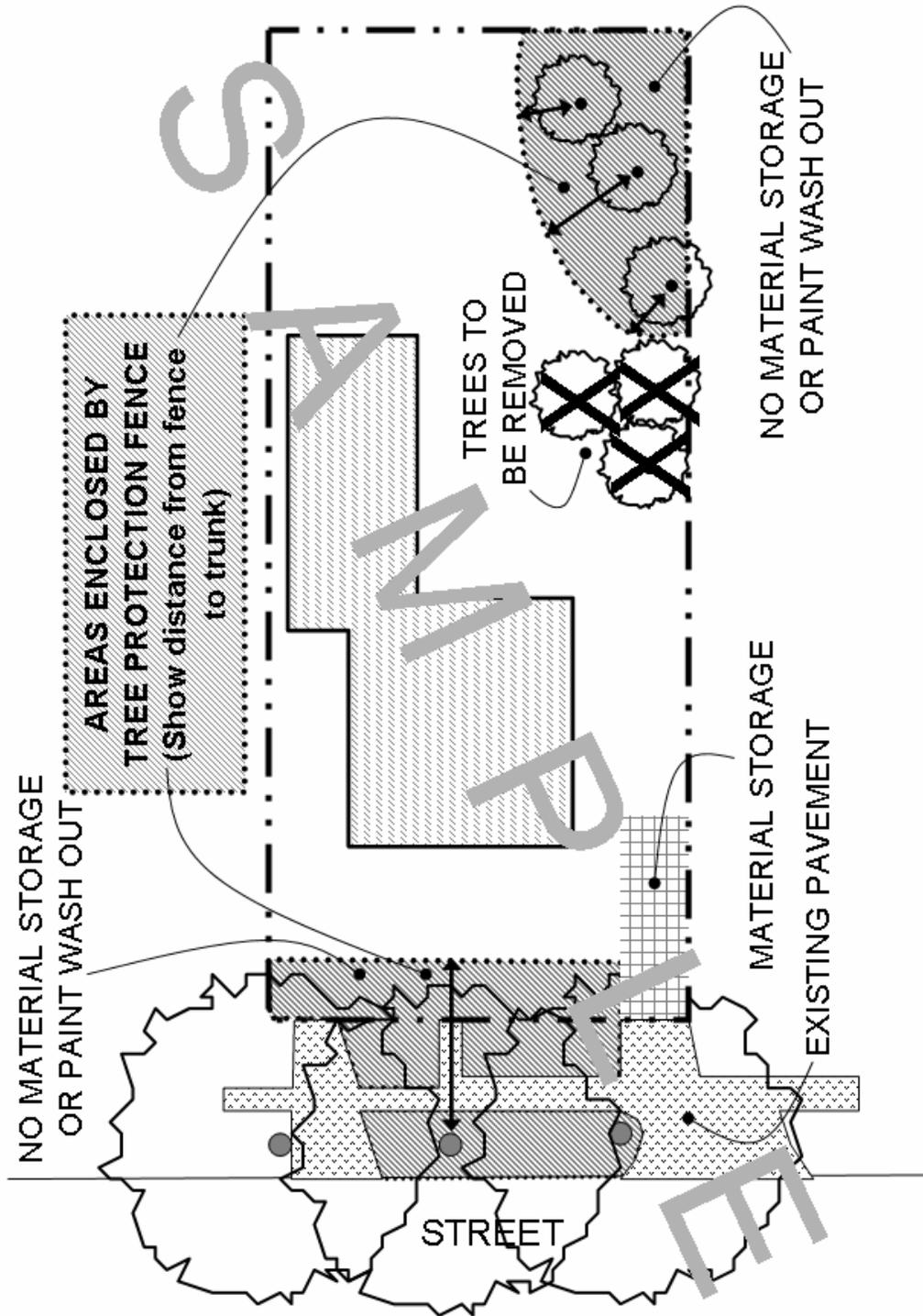
Minimal Submittal Requirements for Tree Removal

Applicant must provide 3 sets of the following:

- An affidavit by the property owner stating that he/she understands that he/she retains responsibility for the requirements of Article X.5
- Certification by a landscape architect, a landscape contractor or an arborist licensed as such by the State of Louisiana that the information shown on the site plan is an accurate representation of the property owner's site regarding the identification, description and location of trees and the existing structures and proposed construction activity. Also that there are good reasons for the removal of such tree(s) from the site including a brief statement of those reasons.
- Supporting documentation may be submitted as to why the tree should be removed. This documentation may include, but is not limited to, reports by a Louisiana state licensed structural engineer regarding existing or certain future damage caused by the tree to a structure, or other Louisiana state licensed professional documenting why the tree should be removed. Any documentation provided by a Louisiana state licensed professional shall include his official seal or license number, as applicable.
- Color photos of tree(s) requested to be removed showing the location of such tree(s) on the site in comparison to the property lines, structures on the site, and other pertinent features related to those trees.
- Current survey stamped by Registered Land Surveyor
- Site Plan, with all dimensions, showing the following:
 - All property lines, including required yards and buildable area of lot;
 - Location of existing buildings, structures, driveways, sidewalks, fences, chainwalls and similar features;
 - Location of base of tree, size, drip line, and name of all trees indicating which one(s) are proposed for removal;
 - Proposed location of any required replacement trees. This location may be amended at the time of planting with the Parish Arborist's approval.
- If determined by the Parish Arborist to be necessary, a tree protection plan that complies with the tree protection minimal requirements set forth in this article, including both graphics and text, and prepared, signed and affixed with seal or license number, by one of the following, as appropriate and in compliance with all state laws pertaining to professions regulated by the Louisiana Horticultural Commission:
 1. A State licensed landscape architect
 2. A State licensed landscape contractor
 3. A State licensed arborist.

The licensed professional must note on the plan or on a separate document that the proposed tree protection is in place. By installing the proposed protection before the application is submitted, the review and approval of your case can be processed in a much shorter period of time.

- Replacement tree option affidavit must be notarized and one of the two options checked: Trees will be replaced or payment will be made to Dept. of Parkway.



SAMPLE TREE PROTECTION PLAN
(Do not include this sample sheet with application)

WHERE TO APPLY

Submittals to The Department of Inspection & Code Enforcement:

Suite 101 of the Joe S. Yenni Building from 8:00am to 4:00pm.

Phone# 736-6959.

- Requests for tree removal only;
- All submittals involving any type of construction activity or permits;
Be aware that any development proposals involving a rezoning, resubdivision, or special permitted use must be submitted to the Planning Department to begin those processes.

Submittals must be complete and contain all required information

Processing of the tree review application may take up to 13 days.

Construction Activities that may trigger MRTPD review

- Accessory buildings;
- Addition to any structure;
- Any fence permit;
- Clearing or Filling of the lot;
- Demolition of any structure;
- Interior renovations;
- New Houses or structures;
- Paving of a driveway or any portion of the lot;
- Swimming pools, or spas;
- Tree removal;
- Trenching for Utilities;
- **Any type of construction that could possibly have a detrimental effect on any trees existing on the site or adjacent to the site.**

General Information