



Permit Number

APPLICATION

CLEARING, GRADING, TREE REMOVAL

Requirements

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable. Applications are processed within ten business days. To check the status of a permit, please email permits@cityofkennedale.com and include the property address and permit type.

- Submit **THREE LABELED COPIES** of each of the following:
 - Grading Plan
 - Drainage Plan
 - SWPPP Plan
 - Tree Survey/Preservation Plan *(see next page for full requirements)*
 - Floodplain Development Permit *(If property in floodplain)*
- Contractor registered—check registration status by emailing permits@cityofkennedale.com.
- Completed, **legible**, signed application form.

Applicant Information *(Serves as primary contact for this permit)*

Applicant Name: _____
Applicant Phone: _____ Applicant Email: _____

Property Owner Information

Owner Name: _____
Owner Address: _____
Owner Phone: _____ Owner Email: _____

Project Information

Property Address: _____
Type of Work: *(check all that apply)* Clearing Grading Tree Removal
Scope of Work: _____

Contractor Information

Contractor Name: _____
Contractor Company: _____
Contractor Phone: _____ Contractor Email: _____

Applicant Agreement

By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected and that the fee is nonrefundable.

Signature of Applicant: _____ Date: _____

Items Required on Tree Survey

1. Appropriate title (for example, Tree Removal Exhibit or Tree Survey).
2. Title block, including street address, lot and block, subdivision name, city and date of preparation.
3. North Arrow, graphic and written scale in close proximity.
4. Scale at a size no larger than 1" = 100 for residential development; scale to be determined by the Landscape Administrator for nonresidential and home building activities.
5. Name, address, and phone of owner and person preparing the document.
6. Location of all right-of-way lines and public easements.
7. Location of all buildings, structures, pools, parking and other improvements which are existing or intended on the lot.
8. Areas of cut/fill with amount of each shown and flow lines shown.
9. Existing and proposed spot elevations, grades and major contours, along with existing landscaping, streams, ponds and major natural features.
10. Areas of no disturbance labeled as "No Disturbance Area." This area must be clearly marked on the plan and surrounded with protective fencing on the ground. A single incidence removal of underbrush and vines is allowed.
11. All protected trees shown individually on the plan. Two Canopy Trees six inches or greater in size and Understory Trees two inches or greater in size. Trees in close proximity that all have a caliper of less than four inches may be designated as a group of trees with quantity of quality, marginal and understory trees shown.
12. The location of protected trees must be tied by horizontal control (including dimensions from lot lines or placed through coordinates determined via survey).
13. All protected trees shown with diameter (four and one-half feet from the ground), common name and condition.
14. Any proposed replacement trees shown with caliper size, common name of tree and mature size.
15. Graphic representations distinguishing protected trees that will be saved versus those that will be removed.
16. Phasing of tree survey along with phasing of the development is permitted.

Note:

1. The Landscape Administrator shall have the authority to designate areas as "no disturbance" areas where a survey would not be required due to no intended construction.
2. An area may be designated as a "No Disturbance Zone" on the plan when approved by the Landscape Administrator and trees within that zone are not required to be individually identified on the plan.
3. The Landscape Administrator shall have the authority to exempt any of the above items that he/she deems to be not acceptable.

Construction Plan Requirements

1. The following shall be required as part of all construction plans submitted to the city when tree removal or tree protection is required during any phase of site work or construction.
2. A Tree Preservation Detail Sheet shall include the following at a minimum:
 - a. A graphics legend to be used throughout the plans for the purposes of showing the following: trees to be flagged, protective fencing, trees requiring bark protection, boring, areas of cut and fill impacting protected trees.
 - b. Graphic tree exhibit showing the features of a tree to include the critical root zone, trunk, canopy, drip line and method of diameter measurement.
 - c. Graphic exhibits showing methods of protection to include snow fences, boarded skirts and the like.
 - d. Graphic exhibits showing construction methods to include grade changes, boring, trenching and the like.
 - e. Graphic exhibit showing appropriate pruning practices.
3. All practices which will be employed in meeting the tree preservation requirements shall be shown graphically on all applicable sheets within the construction plans.

For Office Use Only		
Completeness Check		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached plans? (4 plans)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	
Planning and Zoning Review		
Property zoning: _____		
Is property in floodplain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	