



Tree Removal Permit Checklist

Incomplete submissions will NOT be accepted

For Office Use Case No. _____

Application Completeness Requirements:

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Application fees in the form of a check made payable to City of Garden Ridge
- 2 Copies of a Tree Preservation Plan exhibit prepared in accordance with this checklist
- Agent authorization letter (if required)
- Digital copy in .pdf format of entire application submission (application, checklist, exhibits, etc.) on CD or USB drive
- Any additional information required by this application, City Staff, City Council, City Codes & Ordinances and State Statutes, needed to evaluate this request

Submittal Information

- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.

Questions shall be directed to, and complete applications shall be submitted in person to the following:

City of Garden Ridge
 Attn: City Administration
 9400 Municipal Parkway
 Garden Ridge, TX 78266
 (210) 651-6632
Administrator@ci.garden-ridge.tx.us

Tree Preservation Plan Technical Requirements

Use the following technical checklist in preparing a tree preservation plan exhibit:

Applicant	Tree Preservation Plan Technical Requirements <i>**Do not leave any items unchecked**</i>	
<input type="checkbox"/>	1)	Title block placed in the lower right corner, with a complete legal description including survey name and abstract number, acreage, city, county, and preparation date
<input type="checkbox"/>	2)	Location / vicinity map with north arrow and scale and showing all adjacent arterial or collector roadways and City and County limits where applicable
<input type="checkbox"/>	3)	North arrow
<input type="checkbox"/>	4)	Graphic and written scale, appropriate for level of detail
<input type="checkbox"/>	5)	Legend containing all symbols and abbreviations used
<input type="checkbox"/>	6)	Existing and proposed topography
<input type="checkbox"/>	7)	Location of property lines, easement, rights of ways, all existing and proposed improvements, setbacks, parking areas, and sidewalks
<input type="checkbox"/>	8)	Location, species, size (in caliper inches), and Critical Root Zone of each Protected Tree and Heritage Tree, except those trees exempted by Zoning Ordinance Section 3.04.02.
<input type="checkbox"/>	9)	A tree inventory that summarizes the following:
<input type="checkbox"/>	9.a)	a. Total number of Caliper inches on the site, with subtotals for Protected Trees and Heritage Trees
<input type="checkbox"/>	9.b)	b. Total number of Caliper inches to be removed, with subtotals for Protected Trees and Heritage Trees
<input type="checkbox"/>	9.c)	c. Total number of Caliper inches to be preserved, with subtotals for Protected Trees and Heritage Trees
<input type="checkbox"/>	9.d)	d. Total inches of mitigation required, with subtotals for Protected Trees and Heritage Trees
<input type="checkbox"/>	9.e)	e. Location of any proposed tree mitigation

<input type="checkbox"/>	9.f)	f. Any proposed tree preservation credits
<input type="checkbox"/>	9.g)	g. Designation of Protected Trees and Heritage Trees
<input type="checkbox"/>	9.h)	h. A summary of the tree protection methods to be utilized
<input type="checkbox"/>	10)	Any additional information as required to clarify the proposal

Preparer's Signature: _____ Date: _____

Printed Name: _____

Company Name: _____