

City of Lancaster  
**TREE PERMIT APPLICATION**  
[www.lancaster-tx.com](http://www.lancaster-tx.com)

**Owner Information**

Owner Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**TREE SURVEY PREPARED BY \_\_\_\_\_**

**Surveyor/Engineer**

Surveyor Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Representative**

Representative Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**CERTIFICATION**

All construction activities shall meet the requirements of Ordinance No. 2004-11-38 of the City of Lancaster Code of Ordinances. I understand the City may refuse to accept any public improvements and/or issue a Certificate of Occupancy if there are outstanding violations of these requirements.

Tree Survey/Plan Preparer: \_\_\_\_\_  
Property Owner \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

- Completed Application Form \_\_\_\_\_
- Required # of Copies (one 11" x 17" & two 24" x 36") \_\_\_\_\_
- Letter of Intent \_\_\_\_\_
- Application Fee (\$25) \_\_\_\_\_
- Signed by Owner \_\_\_\_\_

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A permit is required before clear cutting, removing, destroying, or selective thinning on any protected tree, unless the protected tree:

- Endangers the public health, welfare, or safety and immediate alteration is required
- Disrupts public utility service (Only action required to restore service)
- Is located on the property of a licensed tree nursery
- Is a diseased tree and damaged beyond the point of recovery or is in danger of falling as determined by the Landscape Administrator
- Is located on an existing residentially zoned property
- Is located on “AO” agricultural open and being actively used for agricultural purposes or being used for an individual residence or homestead. Seven (7) trees are allowed to be removed per calendar year without obtaining a permit.

### **TREE SURVEY CHECKLIST**

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| <input type="checkbox"/> ALL REQUIRED FEES HAVE BEEN PAID (\$25.00)   |
| <input type="checkbox"/> LETTER OF INTENT   |
| <input type="checkbox"/> THE COMPLETED APPLICATION FORM, SIGNED BY THE OWNER OF THE PROPERTY  |
| <input type="checkbox"/> LOCATOR MAP  |
| <input type="checkbox"/> NORTH ARROW  |
| <input type="checkbox"/> PROPERTY LINES, WITH DIMENSIONS  |
| <input type="checkbox"/> ENGINEERING SCALE (NOT LARGER THAN 1" = 200')  |
| <input type="checkbox"/> LOCATION OF ALL RIGHT-OF-WAY AND EASEMENTS (EXISTING, OR PROPOSED WITH ASSOCIATED CONSTRUCTION PROJECT)  |
| <input type="checkbox"/> LOCATION OF ALL BUILDINGS, STRUCTURES, POOLS, PARKING AND VEHICULAR MANEUVERING AREAS, UTILITIES, SIDEWALKS, AND OTHER IMPROVEMENTS (EXISTING OR PROPOSED)   |
| <input type="checkbox"/> CREEKS, LAKES, AND OTHER WATER FEATURES (EXISTING OR PROPOSED)   |
| <input type="checkbox"/> LOCATION OF FEMA ONE-HUNDRED (100) YEAR FLOODPLAIN, NRCS LAKE TREE PRESERVATION ZONE, OR EROSION HAZARD SETBACK EASEMENT.  |
| <input type="checkbox"/> LOCATION , SPECIES, SIZE (DBH OR CALIPER), AND NAMES (BOTH COMMON AND SCIENTIFIC) OF ALL TREES NEAR PROPOSED CONSTRUCTION OF AT LEAST SIX(6) INCHES IN CALIPER   |
| <input type="checkbox"/> ANY ADDITIONAL INFORMATION NECESSARY TO REVIEW THE SURVEY/PLAN   |
| <input type="checkbox"/> VICINITY MAP SHOWING ALL THOROUGHFARES AND EXISTING STREETS WITHIN THE TWO INTERSECTING MAJOR THOROUGHFARES NEAREST OF THE BOUNDARY OF THE PLAT  |
| <input type="checkbox"/> (1) 11" X 17" BLACKLINE PRINTS FOLDED TO 8 1/2" X 11"  |
| <input type="checkbox"/> (2) 24" X 36" BLUE OR BLACKLINE FOLDED PRINTS IN ACCORDANCE WITH ATTACHED DIAGRAM  |
| <input type="checkbox"/> TREE PRESERVATION PLAN, SHOWING: <ul style="list-style-type: none"> <li>o Major site construction features, existing trees to remain, trees being removed, and replacement trees (type, location , number , and size indicated)</li> </ul> |
| <input type="checkbox"/> FOR PROPERTIES WITH LARGE, HEAVILY WOODED AREAS, AN AERIAL PHOTOGRAPH SHOWING NON-DISTURBANCE AREAS MAY BE ACCEPTABLE. (Note: A survey may still be required for disturbance areas.)   |
| <input type="checkbox"/> IF A PROPERTY CONTAINS NO PROTECTED TREES, AN AFFIDAVIT OF NO PROTECTED TREES CAN BE ACCEPTED IN LIEU OF A TREE SURVEY/PLAN. CONTACT THE LANDSCAPE ADMINISTRATOR FOR MORE INFORMATION.   |

**GUIDELINES FOR TREE PROTECTION**

- A building envelope shall be established and enclosed with approved fencing;
- Establish designated areas for parking all vehicles, trailers, construction equipment, related items as well as storage of all supplies and materials;
- Clearly identifying designated restricted areas on construction and site plans and the project location;
- Property protection of Drip line of a protected tree with appropriate fencing;
- Approved bilingual (English and Spanish) signage visibly located at site;
- Retention and protection of under story vegetation and leaf litter during all phases of development;
- Boring of any underground utilities, which passes within a protected tree or critical root zone; and
- Enact preventive measures of excessive grade changes of one-half inch (1/2”), or fill, within a tree protection or critical root zone.

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Approval Signature

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Date