



Melissa Municipal Center  
 3411 Barker Avenue  
 Melissa, Texas 75454  
 Phone: (972) 838-2036

## Tree Removal Permit Application Letter of Intent

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of tree removal: \_\_\_\_\_

**Melissa City Ordinance:** City’s Code of Ordinances, Comprehensive Zoning Ordinance, Chapter 12, Section 27-A- Landscape Regulations and Tree Preservation.

**LETTER OF INTENT:**

**PROTECTED TREES TO BE REMOVED \* Attach supporting information and additional sheets, if necessary**

<i>Type and Caliper of Tree</i>	<i>Reason for removal</i>
<b>Total inches removed subject to mitigation:</b>	

According to City’s Code of Ordinances, Comprehensive Zoning Ordinance, Chapter 12, Section 27-A- Landscape Regulations and Tree Preservation, F-Tree Preservation and Protection-#10, unprotected trees are “considered exempt from the requirements of this Ordinance. Except that a Tree Removal Permit, required herein, must be issued prior to removal.”

Below is a list of the trees that can be counted for tree credit, listing the tree type, caliper and credits. The credits were calculated in accordance with City’s Code of Ordinances, Comprehensive Zoning Ordinance, Chapter 12, Section 27-A- Landscape Regulations and Tree Preservation, F-Tree Preservation and Protection #5.

TREE PRESERVATION CREDITS \* Attach supporting information and additional sheets, if necessary

<i>Type of Tree</i>	<i>Caliper (inches)</i>	<i>Credit (inches)</i>
<b>Total</b>		

The replacement guidelines in the Ordinance state that tree credits may be applied at a maximum rate of \_\_\_\_\_ (one third for residential or one half for non-residential) toward landscape and/or tree replacement.

Required landscape and/or tree mitigation required under this permit equals \_\_\_\_\_ inches. Tree credits, up to the maximum credits identified, for \_\_\_\_\_ inches toward the required landscape and/or tree mitigation apply based on the tree credits calculated above.

In this case, \_\_\_\_\_ additional trees need to be planted in place of the trees to be removed to meet the replacement requirements in City’s Code of Ordinances, Comprehensive Zoning Ordinance, Chapter 12, Section 27-A- Landscape Regulations and Tree Preservation, Subchapter F. Tree Preservation and Protection

**REPLACEMENT TREES \* Attach supporting information and additional sheets, if necessary**

<i>Type of Tree</i>	<i>Caliper (inches)</i>
<b>TOTAL</b>	

## TREE PROTECTION

All trees to remain shall be protected per guidelines for tree protection, City's Code of Ordinances, Comprehensive Zoning Ordinance, Chapter 12, Section 27-A- Landscape Regulations and Tree Preservation, F-Tree Preservation and Protection.

Developers shall adhere to the following tree protection measures on all construction sites as applicable:

- (1) Prior to construction or development, the developer shall clearly mark all trees to be preserved.
- (2) The developer shall erect a temporary fence around each tree or group of trees to prohibit the placement of debris, parking of vehicles or fill within the normal mature drip line of any tree.
- (3) During the construction stage of development, the developer shall prohibit cleaning of equipment or materials under the canopy of any tree or group of trees to remain. In addition, the developer shall not allow the disposal of any waste material such as, among other things, paint, oil, solvents, asphalt, concrete, mortar, etc. under the canopy of any tree or groups of trees to remain.
- (4) No attachments or wires of any kind, other than those of a protective nature, may be attached to any tree.
- (5) Major changes of grade one (1) inch or greater will require additional measures to maintain proper oxygen and water exchange with the roots. With major grade changes, a retaining wall or tree well of rock or brick must be constructed around the tree no closer than one-half ( $\frac{1}{2}$ ) the distance between the trunk and the normal mature drip line. The top of the retaining wall must be constructed at the new grade. Grade changes one (1) inch or greater may be made with Melissa staff approval.
- (6) If a patio, sidewalk, drive or parking lot must be placed within the normal mature drip line of an existing tree, material such as porous (turf) pavement that will allow the passage of water and oxygen must be used.
- (7) Fence row trees that exist primarily in nearly a straight line along older or existing property lines that generally, but not always, run parallel to a fence. Fence row trees six (6) inches caliper or greater in residential developments shall be preserved by providing a fifteen-foot protected area centered seven and one-half ( $7\frac{1}{2}$ ) feet on each side of the centerline, on and parallel to the fence row trees. No utility, trench (including irrigation trenches), alley paving or permanent structure shall be allowed within the area. Removal of trees six (6) inches caliper or larger is allowed where an alley has back-to-back residential lots and access is needed to one side of the area. These trees shall be identified and removal of such will not require replacement. All trees saved twelve (12) inches caliper and larger shall be considered for tree credit purposes. Fences that are installed within this area, which do not interfere with the existing trees, may be allowed. Fences proposed to be located in the area shall have the design and layout submitted to Melissa for review and approval

**VARIANCE REQUEST:**

**ATTACHMENTS:**

- Tree Survey (location, type, size of protected trees to be removed)
- Landscaping plan
- Tree removal permit fee (\$25)

**SPECIAL CONDITIONS:** Trees are required to be replaced by a qualified landscaper approved by the City of Melissa.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**APPLICANT/REPRESENTATION FOR PROJECT:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Title

**APPLICATION APPROVED BY:**

\_\_\_\_\_  
Bob Helmberger, P.E.  
City of Melissa Engineer

\_\_\_\_\_  
Date of Permit Approval