APPLICATION FOR TREE DISPOSITION PLAN REVIEW & PERMIT

7008 S. Rice Avenue
Bellaire, TX 77401

O: 713-662-8230 | F: 713-662-8233
E-mail: inspections@bellairetx.gov

Fee Schedule:

- Commercial/Residential New Commercial/Residential Remodel
- Each Desirable Tree to be Removed
- Processing Fee $200.00
- Proposed Site Plan - complete with all trees over 4” in diameter and on legal or letter sized paper.
- $100.00
- Trees Removed Without Permit $50.00 (Per Tree)
- Not required for DEMO ONLY projects $30.00 (Non-Refundable)
- Contact Written verification of request for underground utility locations from One-Call: (1-800-545-6005).

$25.00 Doubled Overall Permit Fee

Work to Be Performed (Check all that apply):

- Demo
- New Construction
- Swimming Pool
- Other:

Contractor Information:

Company Name:

Company Address:
Street

Company Address (cont.):
City State Zip

Company Phone No:

Contact Phone No:

Required Documents:

- Topographical Survey and Existing Site Plan complete with all trees over .4” in diameter and on legal or letter sized paper.
- Proposed Site Plan - complete with all trees over .4” in diameter and on legal or letter sized paper.
- Not required for DEMO ONLY projects
- Written verification of request for underground utility locations from One-Call: (1-800-545-6005).

List location, diameter, type of tree and reason for removal (Example: (A) 12" Oak, Driveway, (B) 5" Tallow, Undesirable)

List location, diameter, type of tree and reason for removal (Example: (A) 12" Oak, Driveway, (B) 5" Tallow, Undesirable)

(For Staff Use Only)

Inspector’s Comments from Site Visit

Front Width of Lot:

Minimum Tree Requirements:

Is Replacement Required:

If Yes, What Size & Where:

☐ Approved

Plan Reviewed & Approved by:

Date:
Getting Your Tree Plan Approved As Soon As Possible

Complete your application properly and turn it in to the Permitting Office with all of the required documentation:

- Tree Removal Permit Applications
- Existing Topographical Survey & Existing Site Plan:
  - Show all trees over 4” in diameter with tree ID & trunk diameter
  - Show the existing house, garage, sheds, driveway, walkways, pool
  - Show the front width of the lot
  - A minimum 20 x 20 grid is required for the existing topographical survey
  - Use 8 ½ x 11 or legal sized paper only, please
- Proposed Site Plan:
  - Show all trees over 4” in diameter, including those to be removed, relative to the new house, garage, concrete work & pool
  - Use 8 ½ x 11 or legal sized paper only, please
- Written verification of request for underground utility locations from One-Call: 1-800-545-6005

**We will not be able to accept existing & proposed site plans drawn on the same site plan. Please submit two separate site plans for all new construction.**

**Plans drawn on the same site plan for remodeling work will be accepted provided that there is clear definition between the existing building and the proposed additions**

- Install protection fencing as soon as possible and call or the Development Services front desk to let them know that your site is ready for the tree protection inspection - **your site will not be inspected until you call or you have indicated on your application that the fencing is up.** If you call for an inspection without confirming that the fencing is completed and a re-inspection is required, you may expect a re-inspection fee to be added to your final permit fee.
- Install protection fencing signs - jobs will be shut down if the signs are not installed once the permit has been issued.
- Use the Ordinance approved type of fencing material:
  - Lumber - only two rail fences will be approved
  - Chain Link
  - Hog Wire
  - **No orange or other colored plastic mesh fences will be approved!**
- Fences should be 4’ tall and should encompass as much of the drip line (see Figure 1) of the tree as possible
- If you have questions regarding fence placement, please call the Building Official to discuss it over the phone or meet with you at the site for assistance: 713-662-8232

*If you have the capability of sending your tree paperwork digitally, please e-mail inspections@bellarietx.gov.*