

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	\$200.00
Commercial/Residential Remodel	\$100.00
Each Desirable Tree to be Removed	\$50.00 (Per Tree)
Processing Fee	\$30.00 (Non-Refundable)
Re-Inspection if Fencing is Not Up	\$35.00
Trees Removed Without Permit	Doubled Overall Permit Fee

Total Fee: \$ _____

Job Address:	
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Work to Be Performed (Check all that apply):	
<input type="checkbox"/> Demo	<input type="checkbox"/> New Construction
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Other:

Contractor Information:			
Company Name:			
Company Address:	Street		
Company Address (cont.):	City	State	Zip
Company Phone No:		Contact Phone No:	
E-mail Address:			

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.
 - o 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)

(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:
<input type="checkbox"/> 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.***

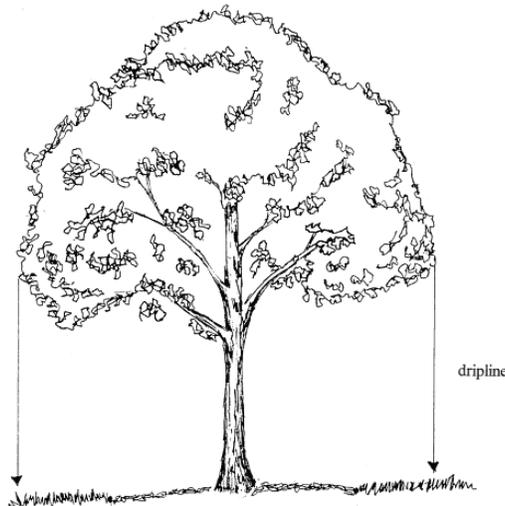


Figure 1.