



# City of Durham

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# \_\_\_\_\_

The City of Durham is characterized by a large number of trees that contribute to the ecology, scenic beauty, and livability of the City. Residents of Durham developed the Tree Ordinance with the intention of preserving as many trees as possible on developed and undeveloped property. Ordinance 228-05 and Chapter 5 of the Land Use Code regulate tree removals. Tree removal applications will be evaluated by criteria in Section 4 of Ordinance 228-05 and Chapter 5 of the Land Use Code.

## TREE REMOVAL APPLICATION

Please complete the front and back of this application. Additional information may be requested. One tree per application. Return this form and fee to City Hall. **City staff has the authority to approve tree removals that meet certain criteria. All other tree removal decisions are made by the Planning Commission at their regular meeting on the first Tuesday of each month.** Check with website for submission deadlines. Tree removal decisions may be appealed in writing to the City Council for up to 12 business days following the decision.

**FEES: Application - \$25.00 (non-refundable) for the 1<sup>st</sup> tree and \$10.00 each additional tree**

\_\_\_\_\_  
*Property Owner* *Site Address* *Phone Number*

\_\_\_\_\_  
*Applicant (if different from owner)* *Mailing Address (if different from site address)*

\_\_\_\_\_  
*Email Address (to communicate the status of your application)*

Cutting down a tree larger than **5 inches diameter at breast height** without a valid permit is a violation of Ordinance 228-05 and is subject a fine. The property owner is responsible for obtaining approval to cut down a tree. By signing below, the applicant assumes responsibility for the removal of a tree without a valid permit and grants City staff and officials access to the property to observe and evaluate the merits of this application. Permit approval is valid for six months after the date of approval. It is the applicant's responsibility to email City Hall when the tree has been cut down.

\_\_\_\_\_  
*Property Owner Signature* *Date*

*Office Use Only:*     Staff Approval     Staff Denial     Commission Approval     Commission Denial

Finding: Approval of application conforms to the criteria for removal as a type:

A     B     C     D     E     F     G     H

Replacement Required     Variety/Size Specified \_\_\_\_\_

Other Conditions \_\_\_\_\_

Application Fee \_\_\_\_\_ Receipt Number \_\_\_\_\_ Date Paid \_\_\_\_\_

Check only one of the following boxes to describe the reason for the removal of the tree. Attach a report prepared by a by a **CERTIFIED ARBORIST**, if available.

- Type "A" Permit. Tree is dead or obviously diseased.
- Type "B" Permit. A condition of the tree makes it dangerous or potentially destructive to public or private property.
- Type "C" Permit. Removal is required to enlarge the footprint of a structure, add a deck, patio, or other building structure on an already improved lot. A Type "C" permit can only be issued after a building permit for the structure is issued.
- Type "D" Permit. The tree is between 5" and 10" DBH and not permitted under any other permit type. Limited to one tree in a 24-month period.
- Type "E" Permit. Tree is greater than 10" DBH and/or does not qualify under any other permit type. Planning Commission approval is required. Mitigation is required. Please provide a narrative statement addressing the criteria for removal. Refer to the Type E criteria questions.
- Type "F" Permit. Tree is located in a commercial or industrial zone. Planning Commission approval is required.
- Type "G" Permit. Tree is located on previously undeveloped property. Refer to Durham Land Use Code for specifics regarding removal criteria.
- Type "H" Permit. Tree was previously designated as a preserved tree in a tree preservation plan for development.

What is the species and size of the tree proposed to be cut down? \_\_\_\_\_

What is the species and size of the proposed replacement tree? Refer to the City approved tree list for requirements. \_\_\_\_\_

Additional information that would assist staff/Planning Commission in making a decision on this application: \_\_\_\_\_

In the box below, sketch a bird's eye view of your property including the house, street, driveway, existing trees including trees to be removed, and other significant property features associated with the removal request. Clearly designate the tree to be removed.

