



TREE REMOVAL APPLICATION

This checklist is designed to aid both the Applicant and the City in the processing of a Tree Removal Permit. A Tree Removal Permit is required for the removal of any Protected or Heritage Tree. A Protected Tree is a tree with a diameter at breast height (DBH) of 12 inches or a live oak or sand live oak with a DBH at least 6 inches. A Heritage Tree is a tree with a DBH greater than 30 inches or a live oak tree with a DBH greater than 24 inches. Information relative to a Tree Removal Permit can be found in Code of Ordinances.

All application requirements shall be submitted via the Online Licensing and Permitting Portal – https://www6.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal_&installationID=156

1. Project Information

EXPLANATION OF TREE REMOVAL REQUEST: _____

Address of Tree Removal: _____

2. Contact Information

| Tree Contractor | Property Owner |
|---|--|
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| City: _____ State: _____ Zip Code: _____ | City: _____ State: _____ Zip Code: _____ |
| Phone #: (____) _____ | Phone #: (____) _____ |
| Email: _____ | Email: _____ |
| City of Gulf Shores Business License #: _____ | |

3. Submittal Requirements

- A \$25 Application Fee.
- A Tree Protection Plan containing the following:
 - Property zoned for Single family and Duplex Uses**
 1. A survey showing the location, DBH and common name of all protected and heritage trees on the property (The City Arborist may waive the requirement of a survey on a case-by-case basis);
 2. Indication whether individual trees are proposed to be preserved or removed;
 3. Method of protecting and preserving Protected Trees in the field (protective fencing extending 5 feet from the outside edge of the trunk) throughout all phases of construction; and

4. Tree Replacement and Remediation Plan and Schedule indicating location, common name, and total tree DBH equivalent to that of the DBH of the tree(s) removed.

Property zoned for Multi-family and Nonresidential Uses

1. A survey showing the location, DBH and common name of all protected and heritage trees on the property;
 2. Indication whether individual trees are proposed to be preserved or removed;
 3. Tree Protection Zones shall be identified and the method for preserving Protected Trees in the field (fencing, etc.) throughout all phases of construction;
 4. The location of tree protection signage (minimum 6 square feet reading, "Tree Protection Zone, Do Not Enter"); and
 5. Tree Replacement and Remediation Plan and Schedule indicating location, common name, and total tree DBH equivalent to that of the DBH of the tree(s) removed.
- The following provisions are to be incorporated into the site preparation and construction methods utilized on the site for property zoned for **Multi-family and Nonresidential Uses**:
- Tree Protection Zones must remain unpaved and open. The use of perforated pavers or grates may be allowed subject to written approval of the City
 - No vehicles shall be parked or driven over the Tree Protection Zone, nor shall any construction material be stored or any substances poured, disposed or placed within the Tree Protection Zone at any time during clearing or construction
 - No change of Grade within the Tree Protection Zone shall be allowed around existing trees except for a maximum of two (2) inches of Mulch or Sod unless otherwise approved by the City
 - Tree protection fencing, a minimum four (4) feet in height, shall be placed to the exterior of the tree protection zone of all protected trees. Installation of protective tree fencing shall not destroy or harm the root system of protected trees.
 - Fencing shall consist of silt fencing and hay bales with signage. No entry, storage, temporary parking, or disturbance will be allowed within the protected area.
 - Where grade changes affect tree protection zones, protective dry wells or retaining walls shall be provided.
 - All roots to be removed during site clearing and/or construction shall be severed clean at the perimeter of the Tree Protection Zone.
- Upon approval of the application, a \$250 Tree Removal Permit Fee may be required.

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By signing below, I hereby certify that I have read the above information and attest that the information provided herein and on the submitted plans and documentation is true and correct to the best of my knowledge and understand that any omissions or inaccurate information can cause this application to be rejected or delayed.

**APPLICANT PRINT NAME:** \_\_\_\_\_

**APPLICANT SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY OWNER PRINT NAME:** \_\_\_\_\_

**PROPERTY OWNER SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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If the applicant has any questions or concerns regarding this checklist, please email planning@gulfshoresal.gov or call 251.968.1164.