



CITY OF ROCKWALL

PLANNING AND ZONING

385 SOUTH GOLIAD

ROCKWALL, TEXAS 75087

972-771-7745

TREE REMOVAL APPLICATION

| | | |
|------------------------|--------------------------------------|---------------------|
| <i>Robert LaCroix</i> | <i>Dir. Planning & Zoning</i> | <i>972-771-7745</i> |
| <i>Michael Hampton</i> | <i>Planning and Zoning Manager</i> | <i>972-771-7745</i> |
| <i>Chris Spencer</i> | <i>Senior Planner</i> | <i>972-771-7745</i> |
| <i>David Gonzales</i> | <i>Planning Technician</i> | <i>972-771-7745</i> |
| <i>JoDee Sanford</i> | <i>Planning Coordinator</i> | <i>972-771-7745</i> |
| <i>Chuck Todd</i> | <i>City Engineer</i> | <i>972-771-7746</i> |
| <i>Brad Griggs</i> | <i>Dir of Parks & Recreation</i> | <i>972-771-7740</i> |

DEVELOPMENT CYCLE SCHEDULE (TREE REMOVAL)

Submit Application Deadline is **Friday at 1:00 p.m.** *(all dates subject to change)*

| Development Application Deadline | 6:00 P.M. P&Z Work Session | 6:00 P.M. P&Z Public Hearing | 6:00 P.M. City Council Meeting (appeals) |
|---|---------------------------------------|---|---|
| Dec 17, 2010 | Dec 28, 2010 | Jan 11, 2011 | Jan 18, 2011 (Tues) |
| Jan 14, 2011 | Jan 25, 2011 | Feb 8, 2011 | Feb 21, 2011 |
| Feb 11, 2011 | Feb 22, 2011 | Mar 8, 2011 | Mar 21, 2011 |
| Mar 18, 2011 | Mar 29, 2011 | Apr 12, 2011 | Apr 18, 2011 |
| Apr 15, 2011 | Apr 26, 2011 | May 10, 2011 | May 16, 2011 |
| May 20, 2011 | May 31, 2011 | Jun 14, 2011 | Jun 20, 2011 |
| Jun 17, 2011 | Jun 28, 2011 | Jul 12, 2011 | Jul 18, 2011 |
| Jul 15, 2011 | Jul 26, 2011 | Aug 9, 2011 | Aug 15, 2011 |
| Aug 19, 2011 | Aug 30, 2011 | Sep 13, 2011 | Sep 19, 2011 |
| Sep 16, 2011 | Sep 27, 2011 | Oct 11, 2011 | Oct 17, 2011 |
| Oct 14, 2011 | Oct 25, 2011 | Nov 8, 2011 | Nov 21, 2011 |
| Nov 18, 2011 | Nov 29, 2011 | Dec 13, 2011 | Dec 19, 2011 |
| Dec 16, 2011 | Dec 27, 2011 | Jan 10, 2012 | Jan 17, 2012 (Tues) |
| Jan 20, 2012 | Jan 31, 2012 | Feb 14, 2012 | Feb 20, 2012 |
| Feb 17, 2012 | Feb 28, 2012 | Mar 13, 2012 | Mar 19, 2012 |
| Mar 16, 2012 | Mar 27, 2012 | Apr 10, 2012 | Apr 16, 2012 |
| Apr 13, 2012 | Apr 24, 2012 | May 8, 2012 | May 21, 2012 |
| May 18, 2012 | May 29, 2012 | Jun 12, 2012 | Jun 18, 2012 |
| Jun 15, 2012 | Jun 26, 2012 | Jul 10, 2012 | Jul 16, 2012 |



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TREE REMOVAL APPLICATION

- | | |
|---|---|
| <input type="checkbox"/> Tree Survey | <input type="checkbox"/> Explanation Letter |
| <input type="checkbox"/> Tree Mitigation Plan | |

Property Information

| | |
|---|---------------------------------|
| Property Address: | Addition Name: |
| Current Zoning: | Total # of Trees to be removed: |
| Total caliper inches to be removed: _____ Species of tree(s) to be removed: _____ | |
| Reason(s) for removal request (attach separate letter, plans, etc as needed): | |
| _____ | |
| _____ | |
| _____ | |

Applicant Information

| | | |
|------------------|----------|--------|
| Name: | Company: | |
| Mailing Address: | | |
| City: | State: | Zip: |
| Phone No.: | Fax No.: | Email: |

Owner Information

| | | |
|------------------|----------|--------|
| Name: | Company: | |
| Mailing Address: | | |
| City: | State: | Zip: |
| Phone No.: | Fax No.: | Email: |

Tree Removal Application Submittal Requirements

| Applicable items | 1st Submittal w/ application Work Session | 2nd Submittal after revisions Public Hearing | Fee Due |
|---|--|---|-----------------|
| <input type="checkbox"/> Treescape Plan w/ letter | 24 x 36, 10 Copies, folded | 10 Copies, Folded + one 8½ x 11 | \$ 75.00 |

The application is not considered accepted by the City until the Planning Director and City Engineer have signed below:

City Engineering Signature

Planning Director Signature

P&Z Case No:

**TREE REMOVAL PERMIT AND TREESCAPE
PLAN CHECK LIST**

Date, scale, north point, and names, addresses, and telephone numbers of both the property owner and the person preparing the plan

Project name, street address, and lot and block description

Location of all existing or proposed structures, or building pads as shown on the grading plan and all improvements properly dimensioned and referenced to property lines.

Setback and yard requirements

Existing and proposed site elevations, grades, major contours and limits of construction

Location of existing or proposed utilities and easements

Location and description, by type and size, of existing protected trees (4" or larger) proposed to be retained. Such trees shall be marked and drip line of said trees shall be protected prior to and during all construction, including all dirt work

Location of all protected trees (4" or larger), trees to be removed from the site and the proposed locations of all replacement trees.

Table showing inches of trees being removed and replaced

**PLANNING & ZONING MEETING
INFORMATION**

The City of Rockwall Planning & Zoning Commission has two meetings per month. It is imperative that you or your representatives attend both meetings to answer questions the Commission may have. Failure to attend these meetings may delay the application.

The first meeting is the Planning & Zoning work session. This informal meeting gives the Commission an opportunity to review the request, ask questions of the applicant and recommend any changes at this meeting. As part of the regular development cycle, no action is taken at the work session meeting.

The second meeting is the Planning & Zoning regular meeting / public hearing. This is a formal meeting where action is taken on the application. As a part of the decision making process, the Commission may receive comments during the meeting from the applicant and those interested in issues affecting the City. To ensure that the meeting proceeds in an orderly manner the Commission generally follows the format below.

The Chairman will call the Commission to order.

The Chairman shall direct attention to each item on the agenda. The Commission will receive summary comments from the Planning Department.

The Chairman will announce time for the applicant/representative to come forward to make comments and answer questions regarding the application.

At this time, the applicant/representative should address the Commission from the podium. Clearly state name and address for the record and proceed with comments.

The applicant / representative should be prepared to present sufficient documentation and evidence to justify the proposal.

For those agenda items that are not public hearings, the Chairman will decide if public comments are taken.

At this time, the Commission will take action on the proposal.