



TREE REMOVAL PERMIT APPLICATION

SECTION 1

PROPERTY OWNER

Property Owner Western Hills Athletic Club

Mailing Address 4801/4800 Rollingwood Dr. West Lake Hills, TX 78746

Email _____

Phone 512-3276373

Type of Property: ☐ Residential ☐ Public property, right of way, public easement ☒ Other

APPLICANT INFORMATION

Applicant ☐ (check box and skip this section if the Applicant is also the property owner)

☐ contractor/arborist ☐ property manager ☒ other authorized representative

Name Mark Vaughan Company MWM Design Group

Mailing Address 305 E Huntland Dr Ste 200 Austin, TX 78752

Email markv@mwmdesigngroup.com

Phone 512-689-5088

License Type & Number (if applicable) _____

TREE REMOVAL SERVICE PROVIDER

☐ Applicant ☒ City Registered tree removal permit holder _____

REPLACEMENT TREE PLANTING SERVICE PROVIDER

☐ Applicant ☒ Landscaper or other _____

CHECK ONE PERMIT TYPE BELOW

SECTION 2

STANDARD TREE REMOVAL & REPLANTING PERMIT APPLICATION

☒ I am applying for a standard Tree Removal Permit Application

EMERGENCY TREE WORK/RETROACTIVE PERMIT APPLICATION

☐ I had to remove the tree(s) and/or portion of tree(s) because the actively failing condition and location(s) and/or portion of the tree(s) presented such a clear and present immediate danger to structures or to the health and safety of the public that there was insufficient time to obtain a tree permit. I am submitting this application within 7 days of the work in order to receive a retroactive Tree Permit. I have included photographic evidence or other documentation of the hazardous portion(s) of the tree(s) of the clear and immediate danger that created the emergency. **NOTE-** The property owner or authorized representative and/or tree care provider **may be found in violation of City code** if it is determined that regulated trees were removed without a permit and the owner/applicant is unable to demonstrate the emergency.

INTERNAL USE – DATE RECEIVED _____ REC BY _____ # _____ TO ARB _____

TREE IDENTIFICATION AND PLAN

SECTION 3

TREE INFORMATION – Mark the trees identified in this application with ribbon for identification

Total # trees requested for removal: _____ Color/Type of ribbon: _____

For the trees identified below, please include a photo showing the circumference measurement around the trunk at 4.5 feet above the ground of each protected tree

Attach additional copies of this page as needed for additional trees

(A) Fill out the following table identifying each protected tree in the following locations, and each required replacement tree:

- ☐ PROTECTED TREES within residential “BUILDABLE SPACE” (located OUTSIDE a setback having a width greater than 10 ft); OR
- ☐ PROTECTED TREES within PUBLIC PROPERTY, RIGHT OF WAY, OR PUBLIC EASEMENT

#	PROTECTED TREE LIST SPECIES	TRUNK DIAMETER (INCHES) = CIRC/3.14	REASON FOR REMOVAL (A) LANDSCAPE;OR (B) DEAD/DYING/ DANGEROUS	PROPOSED REPLACEMENT TREE SPECIES = 1 TREE, BASED ON REPLANTING LOCATION, FROM (A) THE PROTECTED TREE LIST; OR (B) THE 20FT TREE LIST (APPLICABLE IF PLANTED WITHIN 20 FT OF ABOVE-GROUND UTILITY LINE)	REPLACEMENT TREE SIZE (A) PROTECTED TREE DIAMETER (CAP AT 6 IN) = .25 * PROTECTED TREE DIAMETER (B) 20 FT TREE = 8 FT TALL (OR COMP)
A1					
A2					
A3					
A4					
A5					
A6					
A7					
A8				CAPPED	(SEE NOTE A BELOW)
A9				CAPPED	-
A10				CAPPED	-

(B) Fill out the following table identifying each protected tree in the following locations, and each required replacement tree:

- ☐ PROTECTED TREES within residential “GREEN SPACE” (located WITHIN a setback having a width greater than 10 ft); OR

#	PROTECTED TREE LIST SPECIES	TRUNK DIAMETER (INCHES) = CIRC/3.14	REASON FOR REMOVAL (A) LANDSCAPE;OR (B) DEAD/DYING/ DANGEROUS (SEE NOTE B BELOW)	PROPOSED REPLACEMENT TREE SPECIES = 3 TREES, BASED ON REPLANTING LOCATION: (A) AT LEAST 1 FROM THE PROTECTED TREE LIST; AND (B) AT MOST 2 FROM THE 20FT TREE LIST (APPLICABLE IF PLANTED WITHIN 20 FT OF ABOVE-GROUND UTILITY LINE)	REPLACEMENT TREE SIZE (A) PROTECTED TREE DIAMETER (CAP AT 6 IN) = .25 * PROTECTED TREE DIAMETER (B) 20 FT TREE = 8 FT TALL (OR COMP)
B1a					
B1b					
B1c					
B2a					
B2b					
B2c					
B3a					
B3b					
B3c					
B4a					
B4b					
B4c					

<u>PROTECTED TREE LIST</u> <u>(FOR REMOVAL AND REPLANTING)</u> <ul style="list-style-type: none"> - ASH, TEXAS - CYPRESS, BALD - ELM, AMERICAN - ELM, CEDAR - MADRONE, TEXAS - MAPLE, BIGTOOTH - ALL OAKS - PECAN - WALNUT, ARIZONA - WALNUT, EASTERN BLACK 	<u>20 FT TREE LIST (FOR REPLANTING WITHIN 20 FT OF ABOVE-GROUND UTILITY LINE)</u> <ul style="list-style-type: none"> - ANACACHO ORCHID TREE - COMMON TREE SENNA - CRAPE MYRTLE (DWARF) - DESERT WILLOW - EVERGREEN SUMAC - EVE'S NECKLACE - FLAMELEAF SUMAC - GOLDENBALL LEADTREE - MEXICAN BUCKEYE - MEXICAN PLUM - POSSUMHAW HOLLY - ROUGH LEAF DOGWOOD - TEXAS MOUNTAIN LAUREL - TEXAS PERSIMMON - TEXAS PISTACHE - TEXAS REDBUD - WAX MYRTLE - YAUPON HOLLY
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NOTE A – If more than 7 protected trees are listed under section 3(A) and the replacement tree requirement is capped, at least 3 of the replacement trees in section 3(A) must be selected from the PROTECTED TREE LIST (City Code 3.05.009)

NOTE B – In accordance with City Code The City Arborist may reduce the required number of replacement trees for a protected tree under section 3(B) from 3 replacement trees to 1 replacement tree if the City Arborist determines the application qualifies as an “Emergency Tree Work/Retroactive Permit Application” or if the Applicant provides sufficient documentation from a certified Arborist that the protected tree is diseased, dead, or poses an imminent or immediate threat to persons or property due to natural causes only. (City Code 3.05.009(d))

(C) GOOD NEIGHBOR REPLANTING

<input type="checkbox"/> Check here if submitting Good Neighbor Replanting forms for one or more of the Replacement Trees in Section 3(A) and Section 3(B)
<input type="checkbox"/> Provide a statement below to how the benefit to residents of the City by replanting on the Neighbor property would be as great as replacement on the Applicant's property (or attach a statement)

Identify the tree numbers/species from section 3(A) or 3(B) to be planted on a neighbor property, neighbor name, and attach the signed Good Neighbor Planting Consent form for each property.

TREE #	REPLACEMENT TREE SPECIES	NEIGHBOR NAME

(D) TREE PLAN

A. Draw your property (and any Good Neighbor replanting properties) with tree plan in the space below or attach a tree plan drawing

B. Tree plan must show:

- Existing trees
- Location and species of trees proposed for removal
- Location and species of trees proposed for replanting
- Distance between tree proposed for replanting and any other trees or structures

C. Street names, property lines, building(s) outline, driveway, and/or any other pertinent information relevant to tree replanting and survival feasibility

SECTION 5

Acknowledgement Statement

I Mark Vaughan, the property owner or authorized representative, complying with the following statements.

I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of the permit, regardless of how or when discovered. I certify that I have done my due diligence to determine that I do need to submit a Tree Removal Permit Application, and understand that the application fee is non-refundable if in fact a permit is not required. I have marked the trees requested for removal with ribbon for identification.

I agree to comply with City of Rollingwood Code 3.05, Division 2 and City Code 8.06 regarding tree removal and replacement. I understand that submitting an application does not entitle me to a permit and I must have physical possession of the permit before beginning any work. Failure to obtain a permit or violating the terms of a permit may result in civil penalties up to \$2000 per tree per day in accordance with City Code Title 3.05.014; additional fines may also apply. I agree to hold harmless the City of Rollingwood, its agents, officers, and employees for any damage or injury caused by reason of planting, placement, maintenance, or removal of trees.

If a Tree Removal Permit is granted, I agree to meet all tree planting requirements as outlined in the conditions of the permit. I understand that planting Replacement Trees is a condition of a tree removal permit. I understand that I am responsible for the successful establishing of the Replacement Trees.

The property owner or authorized representative hereby give permission to the City of Rollingwood and its agents, officers, and employees to enter the property for the purpose of tree inspection prior to permit issuance and for replanting compliance inspection after the permit is issued.

If the trunk of the protected tree(s) straddles the property line, all owners must sign the removal application. The neighboring property owner must consent to the tree(s) removal by signing below.

By signing below, I hereby acknowledge I understand and will comply with the statements above and that I am the owner of the property or an authorized representative.

Signature (required) Mark Vaughan Date: 11/9/20

If applicable, Neighboring Owner signature _____ Date: _____

Please make checks out to: City of Rollingwood

Submit applications in one of two ways:

(1) In person at Rollingwood City Hall @ 403 Nixon Drive

Or

(2) Mail application and fee to: 403 Nixon Drive, Rollingwood, Texas 78746

Need help? Call City Hall at 512-327-1838 or visit during regular Office Hours (M-F)