



Life Connected.

142 N. Ohio Street, Celina, Texas, 75009  
 www.celina-tx.gov

## TREE REMOVAL APPLICATION

- **Electronic Submittal:** The City of Celina is paperless in terms of submittals and resubmittals. All required materials shall be submitted in electronic formats – Adobe PDF (single file) via email; via your dropbox or go to [www.hightail.com](http://www.hightail.com), upload, and send to [submittal@celina-tx.gov](mailto:submittal@celina-tx.gov); or on a CD/DVD or flash drive.
- **Tree Removal Process:** Prior to the removal or critical alteration of any protected trees in the City, an application for a tree removal permit must be submitted and approved, unless otherwise exempt, as governed by the Code of Ordinances. This application is required prior to the issuance of any development related permits. The applicant can request either mitigation option (fee or replacement) for each tree, but the Director has the final approval authority on how mitigation applies to each tree removal application.
- **Submittal Items:**
  - Form (Below)
  - Application Fee (Refer to Fee Chart)
  - Letter of Intent (Generally describing the project)

PROJECT INFORMATION	
<p><b>Project Name:</b> Click or tap here to enter text.</p> <p><b>Project Address</b> (or Nearest Cross Street): Click or tap here to enter text.</p> <p><b>Parcel Tax ID:</b> Click or tap here to enter text.</p> <p><b>Legal Description</b> (Survey/Abstract or Lot/Block/Subdivision): Click or tap here to enter text.</p> <p>*Attach metes and bounds description for all unplatted property and all zoning cases</p> <p><b>Total Acreage</b> Click or tap here to enter text.</p>	
CONTACT INFORMATION – APPLICANT (PRIMARY CONTACT)	CONTACT INFORMATION - OWNER
<p><b>Name:</b> Click or tap here to enter text.</p> <p><b>Company:</b> Click or tap here to enter text.</p> <p><b>Address:</b> Click or tap here to enter text.</p> <p><b>Phone:</b> Click or tap here to enter text.</p> <p><b>Email:</b> Click or tap here to enter text.</p>	<p><b>Name:</b> Click or tap here to enter text.</p> <p><b>Company:</b> Click or tap here to enter text.</p> <p><b>Address:</b> Click or tap here to enter text.</p> <p><b>Phone:</b> Click or tap here to enter text.</p> <p><b>Email:</b> Click or tap here to enter text.</p>

**PROPERTY OWNER CONSENT/AGENT AUTHORIZATION**

I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY, OR HIS AUTHORIZED AGENT, AND THAT TO THE BEST OF MY KNOWLEDGE THIS IS A TRUE DESCRIPTION OF THE PROPERTY UPON WHICH I HAVE REQUESTED THE ABOVE CHECKED ACTION. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR THE ACCURACY OF THE LEGAL DESCRIPTION GIVEN.

Signature: Click or tap here to enter text.

Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

**APPLICATION REQUIREMENTS**

**ADDITIONAL SUBMITTAL ITEMS**

- Construction Certification: A statement submitted with the application certifying that all construction methods outlined within the Code of Ordinances shall be followed
- Tree Survey, with the following information:
  - Location Map
  - Identify each tree with a Diameter at Breast Height (DBH) of 6" of greater with:
    - Common Name
    - Scientific Name
    - Whether the tree is located in a floodplain or not
    - Whether the tree is proposed to be removed, transplanted/relocated, or preserved
- Tree Mitigation Table: A table calculating the valuation of each protected tree being removed, both in terms of fee and replacement DBH inches. (Use the Tree Valuation Schedule below)

**TREE VALUATION SCHEDULE**

TYPE 1  100% Value 5:1 Replacement Ratio	TYPE 2  50% Value 3:1 Replacement Ratio	TYPE 3  10% Value 1:1 Replacement Ratio
Floodplain Trees (all trees in floodplain regardless of species)	All Ashes	Common Hackberry
All Oaks	All Elms	Bois D’Arc
Pecan	All Pines	Cottonwood
	Hickory	Junipers
	Black Walnut	Cedars
		Mesquite
		Willows

The “type” and “value” of any trees not listed in the chart will be determined by staff

DIAMETER AT BREAST HEIGHT (DBH) INCHES	MITIGATION FEE
6" – 10"	\$600
11" – 20"	\$1,600
21" – 30"	\$4,000
31" +	\$5,000