

## Tree Preservation Permit Process

1. Applicant submits completed Tree Preservation application to Planning and Engineering Office.
2. Applicant either tags tree(s) to be removed or schedules an appointment with Engineering Department.
3. Engineering Department conducts a site visit to determine if a Tree Preservation Permit is needed.
4. If a Tree Preservation Permit **is not** required, the Engineering Department notifies the applicant by phone that they may remove the tree(s).
5. If a Tree Preservation Permit **is** required the Planning and Engineering office prepares a Findings and Reasons and mails to applicant.
6. Applicant must satisfy conditions in Findings and Reasons (i.e. Engineering Inspection Fee, Erosion Control Bond, Application fee, etc.).
7. When conditions are satisfied, Tree Preservation Permit is prepared and mailed to applicant.