



Application Checklist Tree Removal or Pruning of a Protected or Heritage Tree

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for Heritage Tree removals or pruning requires a review by staff in accordance with [UDC Section 3.23](#), [Section 3.24](#), and Ordinance 2019-50. For assistance, please contact the Planner of the Day at (512) 930-3575 or planning@georgetown.org.

Case Type

This checklist may be used for the following Case and Sub-Case Types:

Case Type	Sub-Case Type
<input type="checkbox"/> Heritage Tree	<input type="checkbox"/> Tree Pruning of a Protected or Heritage Tree
	<input type="checkbox"/> Tree Removal of a Protected Tree or Heritage Tree

Digital Submission Requirements

New applications are only accepted digitally in accordance with our posted submittal dates within the Development Manual. The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

The City of Georgetown utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate *MyGovernmentOnline User Guide* available at <https://udc.georgetown.org/mygovernmentonline/>.

Application Fee

Application fee will be assessed on the application submittal deadline. Fees must be paid by no later than noon (12 PM) on the Friday following the application submittal deadline. Failure to pay by the payment deadline will cause the application to be deemed incomplete and thus not filed. The application fee schedule is available at: <https://udc.georgetown.org/wp-content/uploads/sites/8/2022/12/New-Fee-Schedule-New-Logo-10.1.2022.pdf>.

Submittal Documents

The following is grouped into the electronic documents that will be required for approval. The list below each document heading shows the **individual items that are to be combined to form the PDF document**. Please review the Detailed Information section of this form for help in preparing each of these items.

- Application Information*
 - [Property Owner's Consent Form](#)
- Tree Removal or Pruning Form*
 - [Tree Removal or Pruning Form](#). Arborist and applicant contact information must be filled out in full.

□ *Supporting Visual References*

- Pictures that clearly show and identify the issues or request for each Heritage Tree being referenced. For pruning applications, provide notated photos that show where the pruning cut marks will be.
- Plot Plan identifying building pad location and all Heritage Trees and Heritage Tree information (Residential Only).
- Tree Preservation Plan and Mitigation Table from recorded plat.

Detailed Information

- Plot Plan
 - Indicate the Full Critical Root Zone and Half Critical Root Zone on plan set in feet.
 - Include the percentage of Full and Half Critical Root Zone that will be impacted by any proposed encroachment.
 - The tree tag number corresponding to the plat and DBH in inches must be shown.
 - Credit trees must be indicated on the plot plan with the same information as Heritage Trees.
 - Credit trees are treated like Heritage Trees, they require a permit for trimming or removal.
 - The Certified Arborist's ISA certification number must be indicated on the application form. This must be from the Arborist who will be performing the tree work upon approval of the permit. This Arborist must provide the information for the percentage of the tree to be trimmed and where the pruning cuts will be made.