

Submittal Checklist for

LANDMARK TREE DESIGNATION

This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

 APPLICATION FORM (three sets) a) Cover Sheet with Applicant Signature. b) Taxpayer Protection Act Disclosure Form.
 SITE PLAN (one full size set and five 8-1/2" x 11" reduced copies) a) Applicant name, address and phone number. b) North arrow and drawing scale. c) Project site address. d) Property lines. e) Existing structures with their uses labeled. f) Location of tree requested for designation. Show full tree canopy and setbacks to propert line and structures. g) Location of other trees and landscaped areas on property or within vicinity. h) Topography (when applicable).
 PHOTOS (two sets) a) A minimum of four photos (varied angles) of the tree canopy including one from the public right-of-way.
APPLICATION FEES
ADDITIONAL ITEMS: In addition, the following items may be required by the Planner for submittal.
☐ TREE EVALUATION REPORT (two copies, must be prepared by an arborist).
 OWNERSHIP VERIFICATION (one copy) a) Copy of Grant Deed. b) Written Consent from property owner to authorize another representative (if applicable).
□ OTHER ITEMS

LMRK-CHK Rev: 1/17/07

	Submittal Checklist t	or
LANDMARK	TREE DESIGNATION	N

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Application Form for LANDMARK TREE DESIGNATION

PROJ	ECT ADDRE	:SS:				
ZONI	NG DESIGNA	ATION:				
APPL	ICANT/OWN	ER INFORMATI	ION:			
Name	of Applicant:					
					 nil:	
Name	of Property (Owner:			Company:	
						Zip:
Tree S Comm Tree c	Species: non Name: diameter as m	neasured 4 ½ fe	eet above natu	ral grade:		□ public right-of-way
REAS	ON FOR NO		a separate shee			ellowing criteria, which will
1)	Describe ho	w/why the tree i	s one of the la	irgest or oldest tr	ees of the species lo	ocation in the City;
2)		ow/why the tree hon or event; and		significance due	to an association wit	h a historic building, site,
3)	Describe ho	w/why the tree i	s a defining la	ndmark or signif	cant outstanding fea	ture of a neighborhood.
he rule	es and regulati	ions with respect ned herein and the	to preparing an	d filing this petition	n for discretionary action	n and that I am familiar with on, and that the statements accurate to the best of my
Signa	ture of Applica	ant or Agent:				Date:
Activity	#:	Case #:		Total Fees Paid	d \$ →F	OR STAFF USE ONLY€
Date red	ceived:			_ Deemed complete	: Mtg./D	Decision Date:
	f review required:		_			
Type of	notification requ	ired: No public r	notification	lotices mailed within	a foot radius	