



TREE REMOVAL/TREE TRIMMING PERMIT APPLICATION CHECKLIST

The following application requirements apply to **ALL PROPERTIES** within the [Bee Cave City Limits and the Bee Cave Extraterritorial Jurisdiction \(ETJ\)](#). This checklist is intended to provide information and data needed to constitute a complete application. A request for a Tree Removal/Tree Trimming Permit requires review by staff and approval by the Building Official. Incomplete applications will not be accepted.

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave 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 <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted [Fee Schedule](#) is available on the City Website: <http://www.BeeCaveTexas.gov/>

TREE REMOVAL/TREE TRIMMING PROCESS

Note: Oak trees cannot be removed or trimmed from February 1st through July 1st, unless a waiver is issued by the City Manager.

1. **Application Filing.** Upon receipt of a completed application and payment of fees, the application will be considered filed and forwarded to the Building Official for administrative review.
2. **Staff Review.** The purpose of the review is to determine whether the Building Official can approve the Tree Removal Permit based on affirmative finding of at least one (1) of the following:
 - a. The tree, if left unaltered, is reasonably likely to impair the structural integrity of existing or proposed structures or improvements;
 - b. The tree is required to be altered by federal, state, or local statutes or regulations;
 - c. The tree poses a fire risk unless altered, as attested by the Fire Marshal; or
 - d. The tree is located on public property or a street right-of-way or easement and prevents the opening of vehicular traffic lanes or the construction of utility or drainage facilities.
3. **Action.**
 - a. The Building Official will take action to approve or deny the application within ten (10) business days of submittal.
 - b. The Tree Removal/Tree Trimming Permit is automatically granted if the Building Official fails to take action within ten (10) business days.
4. **Effect of Approval.**
 - a. A Tree Removal Permit issued under [UDC Sec. 6.1 Tree Preservation](#) is valid for one hundred eighty (180) calendar days from the date of issuance by the Building Official or approval of an appeal by the City Manager.



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- i. The Planning Director may extend approval for up to thirty (30) calendar days at the written request of the property owner, provided the Planning Director receives the request before the expiration of the 180 day period.
- b. A permit for removal of an oak tree is not valid between February 1st through July 1st

ITEMS REQUIRED FOR SUBMITTAL OF A COMPLETE APPLICATION

- Photos of tree(s) to be altered or removed.
- A detailed written statement that describes the proposed alteration and provides the following information:
 - o The area of land to be disturbed
 - o The method and equipment to be used;
 - o The date(s) of removal or alteration; and
 - o The reason for the requested tree removal as listed in #2 of the preceding section of this checklist, see also [UDC section 6.1.6E](#)
 - o If the tree is to be pruned or trimmed, the letter shall state that the contractor will follow the methods outlined in [City of Bee Cave Code section 26.03.004 \(a\)\(b\)](#).
- If a tree is removed on a commercial property, the business shall provide evidence that the tree proposed to be removed will not cause the commercial site to be out of compliance with an approved site plan. This can be provided in the form of the originally approved tree survey and landscape plan for the site.
- A legible diagram or map showing the following:
 - o Location of existing structures, improvements, streets right-of-way, property lines, setbacks, and required buffers;
 - o Location of existing utility lines, mains, and easements;
 - o Other Protected Trees, Significant Trees, Specimen Trees, or Heritage Trees within two hundred (200 feet) of the Tree(s) proposed for removal, if any. [Refer to UDC Sec. 6.1.5 for definitions.](#)
- Any other information requested by the Building Official
- If a tree is to be removed from the public Right-of-way (ROW)
 - o Provide a summary letter describing scope and location of work and company(s) to perform work.
 - The letter shall acknowledge that the individual performing the work has reviewed applicable City ordinances (Article 26.03 – Tree Maintenance and UDC Section 6.1 Tree Preservation).
 - List of names of other communities in which the person/company performing tree Trimming and/or removal has done similar work within the last twelve months.
 - o Copies of any applicable certifications or licenses possessed by the applicant or its employees, agents or representatives related to tree activities;
- A copy of the applicant's current general liability and property damage insurance policies issued by an insurance company authorized to do business in the state, which policies shall be for the minimum amounts of \$100,000.00 and \$300,000.00 and shall remain in effect for the duration of the permit.