



# APPLICATION REQUIREMENTS

## *FOR TREE REMOVAL/TREE TRIMMING PERMITS*

The following application requirements apply to any property within the ETJ or Full-Purpose City Limits of Bee Cave. **Note: Oak trees may only be removed or trimmed from July 1 through February 1, unless a waiver is issued by the City Manager**

Per City of Bee Cave [Code of Ordinances section 26.03.004](#) – The person or business performing the tree maintenance via pruning, trimming, or removing of trees shall obtain a tree trimming permit from the City.

**If the tree proposed to be removed is on private residential property:**

- Provide photos of the tree(s) to be removed and a brief summary letter which describes the proposed work and the company that will perform the work. If the tree is to be pruned or trimmed, the letter shall state that the contractor will follow the methods outlined in Code section 26.03.004 (a)(b).

**If the tree proposed to be removed is on private commercial property:**

- Provide photos of the tree(s) to be removed and a brief summary letter which describes the proposed work and the company that will perform the work. If the tree is to be pruned or trimmed, the letter shall state that the contractor will follow the methods outlined in Code section 26.03.004 (a)(b).
- 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 the overall landscape plan for the site.

**If the tree proposed to be removed is within public Right-of-Way (ROW):**

- 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](#))
  - 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
- Provide copies of any applicable certifications or licenses possessed by the applicant or its employees, agents or representatives related to tree activities;
- Provide 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.