



# APPLICATION FOR TREE OR LANDSCAPE PERMIT

City of Webster Groves Department of Park and Recreation

(314) 963-5457

Project address: \_\_\_\_\_

Tree Permit #: \_\_\_\_\_

Check (✓) all that apply:

- Demolition only without New Home Construction
- Demolition with New Home Construction
- Commercial Construction
- New Home Construction without Demolition
- New Addition Construction

- Install, Maintain, or Remove Plant Material on City Property / Right of Way
- Install, maintain or remove trees, occupancy less than 12 months
- Waiver Request

Project Description or Additional Information:

\_\_\_\_\_  
\_\_\_\_\_

Owner(s) of record of the hereinafter described property:

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel.: \_\_\_\_\_ Email: \_\_\_\_\_

Licensed Tree Consultant (approved by City of Webster Groves) or Landscape Architect that prepared the attached plans.

Name(s): \_\_\_\_\_  
Tel.: \_\_\_\_\_ Email: \_\_\_\_\_

Licensed Tree Contractor that will be performing the required tree work.

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel.: \_\_\_\_\_ Email: \_\_\_\_\_

1. All work will conform to current National Arborist Association and ANSI\_Z 133 for Arboricultural Operations standards.
2. During construction activities, the Tree Preservation Plan will be followed at all times.
3. Within the Tree Protection Zone or Limits of Disturbance Areas there will be no trenching, grade changes, digging, excavation, or storage of materials or spoils.
4. At no time shall equipment enter the Limits of Disturbance area for any reason.
5. Should any valued tree die or become damaged as a result of grading or construction, the owner/developer shall pay an assessment equal to the value of the tree(s) that die, are damaged beyond repair, or are removed based on the appraised value.
6. Any person who violates any provision of the Ordinance or fails to comply with any notice issued pursuant to the provisions of the Ordinance, upon being found guilty of violation, shall be subject to a fine not to exceed \$250 for each separate offence.

Will you (or your contractor) need to close any street to complete the project?  Yes  No

If yes, please specify street location: \_\_\_\_\_

***I hereby certify that all information provided in this application is accurate and that all construction will be performed in accordance with the Tree Ordinance of the City of Webster Groves.***

Applicant' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

**REQUIRED MATERIALS**

For a permit to be accepted for inclusion on an agenda and / or staff review, the following requirements and information shall be submitted. For questions regarding this application, contact Yvonne Steingruby at 314-963-5457.

1. Plan Submittal, prepared by an approved Consultant or Landscape Architect shall include the following:
  - a. Two (2) copies of the Tree Preservation Plan or Landscape Plan
  - b. Two (2) copies of the tabulation of tree statistics.
2. Payment of the appropriate application fee.

The minimum tree protection shall consist of orange construction fencing attached to T-posts; along with signs stating "TREE PRESERVATION, KEEP OUT, NO STORAGE ALLOWED".

**For further details and specifications, visit [www.webstergroves.org](http://www.webstergroves.org) to view the Tree Ordinance and Tree Manual.**

Tree Preservation Plan (TPP)	Section 10.310
Tree Preservation Plan Requirements	Section 10.330 Regulations
Landscape Plan	Section 10.335 Regulations

**FEE SCHEDULE**

The fees associated with a Tree Preservation or Landscape permit are listed in the following schedule:	
Permit Application Fee	\$25 Initial fee
Tree Inspections	\$25 per inspection.
<b><i>Inspections will require a City employee to enter upon the above property at any time to complete the needed inspections. Please know that final inspections may take place 1+ year(s) from application date.</i></b>	
Tree Replacement	\$120 per caliper inch not replaced on site, \$800 max residential, \$5000 max non-residential
Tree Escrow (Residential)	\$800, \$300 per street tree (if required)
Tree Escrow (Commercial) Refundable	\$2000 per acre of tree preservation, Or \$5000, whichever is greater
Tree Preservation Plan review	\$10 per tree over 8 caliper inches
Landscape Surety	125% of the cost of materials and labor

**PERMIT REQUIREMENTS FOR REQUESTS FOR PLANTING IN THE CITY'S RIGHT-OF-WAY**

Please describe the project and indicate on a drawing or plot survey the location of the project. You will also want to provide specific details on the plants that you wish to plant in the City's right-of-way. Planting in the right-of-way goes through the Public Works Department for approval.

<b>CITY USE ONLY</b>			
Application Fee: _____	Pmt: _____	Rec'd By: _____	Date: _____

Property Address: \_\_\_\_\_ Permit #: \_\_\_\_\_  Approved: \_\_\_\_\_  Denied: \_\_\_\_\_

**Explanation of conditions or reason for denial:**

**Important Information:**

<b><u>Contractor / Responsible Party (Choose One)</u></b>				
<input type="checkbox"/> Tree Contractor Required	<input type="checkbox"/> General Contractor Allowed to Pull Permit	<input type="checkbox"/> Homeowner Allowed to Pull Permit		
<b><u>Summary of Work Being Done (Choose All That Apply)</u></b>				
<input type="checkbox"/> Trees Being Trimmed	<input type="checkbox"/> Trees Being Removed	<input type="checkbox"/> Preservation	<input type="checkbox"/> Strictly Preservation Only	<input type="checkbox"/> Street Tree Required

The Tree permit should be kept on the site at all times. Please do not attach the permit to a tree on the property. The Planning Department will be notified that the Tree Permit has been issued. After the construction is complete, sod is in place and **before** you apply for the Occupancy Permit, call 963-5457 to set up a final inspection.

It is important that during construction activities at this site that the Tree Preservation Plan be followed at all times. Within the Tree Protection Zones or Limits of Disturbance Areas there shall be no trenching, grade changes, digging, excavating, and storage of materials or spoils. At no time shall any equipment enter the Limits of Disturbance area for any reason. Should any valued tree die or become damaged as a result of grading or construction the owner/developer shall pay an assessment equal to the value of the trees that die, are damaged beyond repair, or are removed. The city shall with hold any Occupancy Permits until such assessment is paid.

Any person who violates any provision of the Ordinance or fails to comply with any notice issued pursuant to the provisions of this Ordinance, upon being found guilty of violation, shall be subject to a fine not to exceed \$250 for each separate offense.

For further details and specifications, visit [www.webstergroves.org](http://www.webstergroves.org) to view the Tree Ordinance and the Tree Manual. For other questions call Yvonne Steingruby @ 314-963-5457.

FOR CITY USE ONLY	Code	Account #	Unit Cost	Fee
Tree Review	Tree	01-00-433	\$10 / Per Tree	
Permit Application Fee	Tree	01-00-433	\$25	
Tree Inspections Required	Tree	01-00-433	\$25	
Tree Replacement	TRPLANT	01-214	\$120 per caliper inch	
Approved to plant _____ caliper inches back on the property in lieu of Tree Replacement Fee. <input type="checkbox"/> I acknowledge that we will be replacing the above caliper inches in lieu of the replacement fee.				
_____ <i>Printed Name</i> <span style="margin-left: 150px;"><i>Signature</i></span> <span style="margin-left: 150px;"><i>Date</i></span>				
Tree Escrow	TRFND	01-245		
<i>If Tree Escrow is paid there will be an inspection of the property two years after occupancy is given. This will require a City employee to enter upon the above property. If all trees have survived construction, the deposit will be returned.</i>				
Landscape Surety	TRFND	01-2245		
<b>Total Tree Permit Costs</b>				

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Balance of Payment: \_\_\_\_\_ Pmt: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Date: \_\_\_\_\_

Date of issuance: \_\_\_\_\_ Expiration Date: \_\_\_\_\_