



# Town of Little Elm

## Development Services Department

100 West Eldorado Parkway  
Little Elm, TX 75068  
214-975-0456

### Tree Removal Permit Checklist

*Prior to the removal or critical alteration of any protected tree in the Town, an application for tree removal permit must be submitted and approved, unless otherwise exempt, as governed by Chapter 106 of the Little Elm Code of Ordinances. A tree removal permit (or affidavit stating that no protected trees are being removed) is required prior to issuance of any development related permits.*

- Application.** The Planning Application, filled out completely, with all associated signatures, is due at time of submittal.
- Fee.** Plan review payment is due at time of submittal, per the approved Development Services Department fee chart. Any associated mitigation fees shall be paid at time of permit issuance.
- Letter of Intent.** A letter of intent is required at time of submittal that generally describes the proposed project and work to be performed, the purpose of the trees being removed, important site features, and any other information and special considerations the applicant believes pertinent.
- Certification.** A statement submitted with the application certifying that all construction methods (106-109) shall be followed.
- Tree Survey.** Tree surveys shall include a location map identifying each tree with a DBH of six inches or greater, its common name, its scientific species, whether the tree is located in the floodplain or not, and whether the tree is proposed to be removed, transplanted/relocated, or preserved.
- Mitigation Table.** A table calculating the valuation of each protected tree being removed, both in terms of fee (106-113) and replacement inches (106-112). The Applicant shall request the mitigation option (fee v. replacement) for each tree, but the Director has final approval authority on all mitigation and tree preservation issues.
- Copies.** Three (3) 24" x 36" copies and an electronic copy of all plans shall be submitted.

Signature \_\_\_\_\_

Date \_\_\_\_\_