



## TREE REMOVAL SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.**

Applicant  
Use

STAFF  
USE

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Date of pre-application meeting: _____<br><b>Note:</b> Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan (8½" x 11") showing existing tree locations, showing trees to be removed, and showing replacement trees.   |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) set of 24" x 36" Pathways and Trails plan (if development impacts existing pathways and trails, or if development would trigger improvements based on the <a href="#">City of Eagle adopted Pathways and Trails Master Plan</a> ) showing the following: <ul style="list-style-type: none"><li><input type="checkbox"/> Pathway locations, type, and width.</li><li><input type="checkbox"/> Sidewalk locations, type, and width.</li><li><input type="checkbox"/> Location of existing easements for irrigation companies.</li><li><input type="checkbox"/> Indicate location of canal routes and specify which ones will be covered and which will stay open</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of any canal company license agreements (if applicable).  |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Any additional information to aid in understanding the project.  |

### **NOTE:**

Fees will be assessed IF applicant is requesting and is approved to pay a fee in-lieu of tree replacement.

7/15/2021

K:\Economic Development\Applications and Processes\PNZ-CKLT-Tree Removal\Tree Removal Checklist.docx

Please complete the following data tables:

PROJECT INFORMATION	
Species of Tree(s) to be Removed:	
Size of Tree(s) to be Removed (Caliper):	
REASON FOR TREE REMOVAL	
Please indicate the reason for tree removal:	
PROPOSED TREE REPLACEMENT VARIETY:	
Please indicate the proposed variety of replacement tree(s):	
Size of Replacement Tree(s) (Caliper):	
Total Number of Replacement Trees:	

**RELEVANT EAGLE CITY CODE SECTIONS FOR REFERENCE**

**Eagle City Code [Section 6-7-6 Removal of Trees](#):** No person shall remove a tree from a public right of way or public land within the city without submitting an application to the city and obtaining the city’s approval thereon. Applications for tree removal shall be filed with the zoning administrator.

**Eagle City Code [Section 8-2A-7\(C\)\(1\)](#)**

C. Retention, Removal, And Replacement Of Trees:

1. Retention Of Existing Trees:
  - a. Existing trees shall be retained unless removal is approved in writing by the city.
2. Removal And Replacement Of Existing Trees:

- a. Where trees are approved by the city to be removed, replacement with a species identified in section 8-2A-7Q of this article is required. For each caliper inch of deciduous tree removed, an equivalent amount of caliper inches shall be replanted. For each vertical foot of coniferous tree removed, an equivalent amount of vertical feet shall be replanted.

*Example: An eight inch (8") caliper deciduous tree is removed, an acceptable replacement would be four (4) two inch (2") caliper deciduous trees. A twelve foot (12') tall coniferous tree is removed, an acceptable replacement would be two (2) six feet (6') tall coniferous trees.*

- b. When a homeowners association or its agent removes tree(s) from a subdivision common area to appropriately thin an overgrown canopy, replacement shall not be required provided the site remains in compliance with subdivision's approved landscape plan as determined by the city.
  - c. Unless it is determined by the city that replacement is necessary to preserve and/or restore riparian and wildlife habitat, removal of the following trees shall not otherwise require replacement: black locust, poplar, cottonwood, willow, tree of heaven, elm, and silver maple. Trees which are weak wooded, weak branched, suckering, damaged, diseased, insect infested, or containing similar maladies may be exempt from replacement if removal is first approved by the city.
  - d. In cases where the condition of the tree(s) constitutes an "emergency" as defined in section 8-1-2 of this title, the tree(s) may be removed without approval provided that the city is notified after the tree's removal and provided with documentation indicating the tree's condition at time of removal.
  - e. Planting within public rights of way shall be with approval from the city and the public entity owning the property.
3. **Damage During Construction:** Existing trees or shrubs that are retained shall be protected from damage to bark, branches, or roots during construction. Construction or excavation occurring within the drip line of any public or private retained tree or shrub may severely damage the tree or shrub. Any severely damaged tree shall be replaced in accordance with subsection C2 of this section.
  4. **Grade Changes And Impervious Surfaces:** Grade changes and impervious surfaces shall be allowed at a distance from the trunk of a retained tree equal to the diameter of the tree trunk plus six feet (6'), or to the drip line, whichever is furthest from the trunk.
  5. **Minimum Landscaping:** Existing vegetation which is to be retained may be used to satisfy the minimum required landscaping.

#### **Eagle City Code [Section 8-2A-7\(O\)](#) Alternative Methods of Compliance:**

1. **Project Conditions:** It is not the intent of these landscape requirements to inhibit creative solutions to land-use problems. Under certain site conditions, a strict interpretation of requirements may be either physically impossible or impractical. Alternative compliance is a procedure that allows certain modifications to existing regulations within this Section. Requests for use of alternative landscaping schemes are justified only when one or more of the following conditions apply:
  - A. The sites involve space limitations or unusually shaped parcels.
  - B. Topography, soil, vegetation, or other site conditions are such that full compliance is impossible or impractical.
  - C. Due to a change of use of an existing site, the required buffer yard is larger than can be provided; and
  - D. Safety considerations are involved.
2. **Request for Alternative Method of Compliance:** The applicant must provide the City with a written request if an alternative method of compliance is proposed (application available at City Hall). The request shall state which requirement as set forth within this Section is to be modified, what project conditions stated within subsection 1 of this Section justify using the proposed alternative, and how the proposed alternative equals or exceeds said requirement.
3. **Tree Fund:** Persons applying for an alternative method of compliance for relief from regulations that require all existing trees to remain on-site may elect to make a financial contribution to the Eagle City Tree Fund in-lieu of retaining all trees onsite. The condition(s) which warrants the need for the Tree Fund alternate method of compliance shall be specified in the application submitted under Section 7-O-

2 above. If the application is approved, the amount to be contributed by the applicant will be based upon the total caliper inches of deciduous tree(s) removed from the site and the total vertical feet of coniferous trees removed from the site. Cost per caliper inch for deciduous trees and cost per vertical foot for coniferous trees shall be determined by Resolution of the City Council. The applicant shall have the right to review and consider the value determination, and following said review, to reapply for other alternative methods of compliance, without prejudice, in accordance with Section 7-O-2 above.

**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included in the submittal package, and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature