

# TREE REMOVAL AND REPLACEMENT APPLICATION

## PROPERTY OWNER

### POLICY

Annually, the City of Longview Urban Forestry Program will permit up to 30 approved Tree Removal and Replacement Applications. Applicants must be the property owner or applicants must have approval in writing from the property owner allowing for the removal and submit property owner approval and contact information along with the application. **Trees eligible for removal must be a City street tree and one of the species identified on the City of Longview's "Prohibited Trees" list in the Urban Forest Management Plan.** The policy is a one to one removal and replacement program in order to create a neutral effect on the urban forest population.

### PROCESS & PRIORITIES

The Parks Department will begin taking applications on a quarterly basis starting January 1 – March 31, April 1 – June 30, July 1 – September 30, and October 1 – December 31. At the end of each quarter, the department will evaluate the requests received and review each in the order they are received for priority removal. During each quarter's submittal, priority will be given to tree request removals believed to be causing significant hardscape damage (i.e. curb and sidewalk). Applicants are encouraged to first contact the Urban Forest Manager prior to submitting the request should they have any questions or to find out if applications are still being accepted.

The restriction on the number of property owner requested removals allows the tree crew to continue to maintain the health of the urban forest through required maintenance and other removals and replacements. Once all 30 approved removal requests have been granted, property owners will need to reapply the following January. Trees will be removed within one calendar year from date of application. Trees causing hardscape damage will receive priority scheduling and healthy trees will be slated for removal within regular staff work load.

### PROHIBITED TREES

Trees approved for removal under this policy:

Poplar	Weeping Willow	Cottonwood	Kwansan Cherry
Conifers	Box Elder	Catalpa	Birch
Mulberry	Ginko (Female)	Hawthorn	Horse Chestnut
Sycamore	Flowering Plum	Crabapple	Sweet Gum

### PROCEDURE FOR TREE REMOVAL

Within ten (10) business days of receiving the "Tree Removal and Replacement Application – Property Owner", the Parks Manager or his/her designee will contact the property owner to discuss the request, removal process and any applicable alternatives. As part of this policy, the homeowner is required to submit the \$300 tree replacement fee. Payment is needed once the application has been approved to initiate the removal and replacement process.

ARE YOU THE PROPERTY OWNER: <input type="checkbox"/> YES <input type="checkbox"/> NO		YOUR TREE SPECIES:	
PROPERTY OWNER INFORMATION		APPLICANT INFORMATION (IF NOT PROPERTY OWNER)	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
CITY/STATE:		CITY/STATE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	
DATE:		DATE:	
SIGNATURE:		SIGNATURE:	

I AM WILLING TO PAY THE REPLACEMENT COST OF \$300 PRIOR TO REMOVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO
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FOR OFFICE USE ONLY			
Date Applied: _____	Property Owner Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Prohibited Tree Species: _____	
Date of Inspection: _____	Replacement Fee Paid Date: _____	Annual Removal #: _____	Removal Date: _____

**Mail to: Longview Urban Forestry – 706 30<sup>th</sup> Avenue, Longview, WA 98632**  
**Call 360.442.5421 | Email parks@mylongview.com**