



# TREE REMOVAL – PUBLIC TREES DEVELOPMENT SERVICES DEPARTMENT

Planning and Development Division  
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409/797-3660

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## What trees are covered?

1. Any tree within the City right-of-way are Public Trees. The right-of-way is the portion of public property upon which streets and sidewalks are located. Generally, the right-of-way includes the area 16 feet in from the curb. However, the widths of rights-of-way vary throughout the City. Please consult your property survey to determine the width of the right-of-way at your location. Removal of trees on private property must be reviewed by the Development Services Department on a separate permit.

## What are the standards for removal of Public Trees? Trees may be removed, with approval, for the following reasons:

1. Threaten utilities such as: electrical, telephone, gas, or any municipal water or sewer lines;
2. Affected by fungus, insect, or other pest disease;
3. Dead or dying;
4. Obstructs the view of traffic signs or the free passage of pedestrians or vehicles;
5. Threatens public health, safety and welfare; and/or
6. Any tree of any size that appears on the invasive and noxious weeds list for the State of Texas promulgated by the United States Department of Agriculture or on the Texas Noxious and Invasive Plants list promulgated by the Texas Department of Agriculture.

## I. PROPERTY INFORMATION

\_\_\_\_\_  
Street Address/Location, or

\_\_\_\_\_  
Legal Description (Lot Number, Block Number, Subdivision)

\_\_\_\_\_  
Present Use(s) and Improvement(s) on Property

\_\_\_\_\_  
Proposed Use(s) and Improvement(s) on Property

## II. APPLICANT INFORMATION

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

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

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

## III. TREE INFORMATION

Species \_\_\_\_\_

## IV. NARRATIVE OF REQUESTED ACTION (Should address reason for removal citing standards above. Attach additional pages if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. ACKNOWLEDGEMENTS**

I certify that [ ] I am the legal owner on record, or [ ] I have secured the property owner's permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

**Please read and initial below:**

\_\_\_\_\_ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.

\_\_\_\_\_ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications. I understand that application fees are non-refundable once an application has been accepted and processed.

\_\_\_\_\_  
Printed Name and Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Property Owner

\_\_\_\_\_  
Date

**VI. APPLICANT CHECKLIST**

- ✓ All documents should be provided in 8.5" x 11", or please fold to appropriate size if larger. All drawings must be to scale.
- ✓ Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.

[ ] **Photographs** – Current photographs of the tree to be removed.

[ ] **Site Plan** – showing location of the tree to be removed.

[ ] **Arborist's Report** – indicating condition of the tree to be removed.

[ ] **Title Report** – if property was purchased within the last 60 days.

**STAFF REVIEW – DEPARTMENT USE ONLY**

\_\_\_\_\_ The application meets the requirements of Section 32-4 Trees on Public Property, Galveston Municipal Code of Ordinances and the subject tree may be removed.

\_\_\_\_\_ The application does **NOT** meet the following requirements of Section 32-4 Trees on Public Property, Galveston Municipal Code of Ordinances and the tree may **NOT** be removed:

\_\_\_\_\_

\_\_\_\_\_  
Parks and Recreation Department Director

\_\_\_\_\_  
Date