

TREE PERMIT Requirements, Application & Checklist

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[Submit via CSS Portal to:](#)

City of McKinney
221 N. Tennessee Street
McKinney, TX 75069
Phone # 972-547-2000



This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email contact-adacompliance@mckinneytexas.org. Please allow at least 48 hours for your request to be processed.

TREE PERMIT REQUIREMENTS

A permit is required before critically altering any protected tree, unless the protected tree:

- Endangers the public health, welfare, or safety and immediate alteration is required
- Disrupts public utility service (Only action required to restore service)
- Is located on the property of a licensed tree nursery
- Is located on a lot of record with a single family or duplex residence; is located outside the floodplain, tree preservation zone, erosion hazard setback easement; and has a caliper size of less than 27 inches.

Tree Permits

Tree Permits are required prior to the issuance of a development permit and building permit. To apply for a Tree Permit, you must use our [Customer Self Service Portal](#) on the City of McKinney website, to apply for this permit.

Submissions for Tree Permits must include:

1. The completed application form, signed by the owner of the property
2. Tree Survey (digital pdf format) showing:
 - Applicant's name, address, and phone number
 - Locator map
 - North arrow
 - Property lines, with dimensions
 - Engineering Scale (not larger than 1"=200' – same as a site plan or plat)
 - Location of all right-of-way, and easements (existing, or proposed with associated construction project)
 - Location of all buildings, structures, pools, parking and vehicular maneuvering areas, utilities, sidewalks, and other improvements (existing or proposed)
 - Adjacent land uses, and zoning of adjacent properties
 - Creeks, lakes, and other water features (existing or proposed)
 - Location of FEMA one-hundred year floodplain, NRCS lake tree preservation zone, or erosion hazard setback easement.
 - Any proposed non-disturbance areas
 - Location, species, and size of all trees six inches (6") caliper or greater measured at four feet six inches height (4'-6")
 - Any additional information necessary to review the survey/plan
3. Tree Preservation Plan (digital pdf format) showing:
 - Major site construction features, existing trees to remain, trees being removed, and replacement trees (type, location, number, and size indicated)
 - Proposed and existing contours
 - Identification of caliper, species, and location of trees that are to remain
 - Identification of caliper, species, and location of trees to be removed
 - Tree protection
4. Letter of intent (digital pdf format)

If a property contains no trees, please check **Affidavit of No Trees** under **Type of Tree Permit Application** within the Tree Permit Application. This can be accepted in lieu of a tree survey/plan. Contact the Landscape Administrator for more information.



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McKinney, TX 75069

TREE PERMIT APPLICATION

Type of Tree Permit Application

_____ Affidavit of No Trees

_____ Tree Removal

Application Information

Applicant Name: _____

Company Name: _____

Phone #: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Owner's Information (if different than applicant)

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Project Information

Project Name: _____

Project Location: _____

Development Permit Number: _____

Class of Work

_____ Tree Removal

_____ Transplanting

_____ Trimming

I hereby certify that this application meets the requirements of Section 146-136 of the City of McKinney Code of Ordinances and further certify that all construction pertaining to this project shall meet the requirements of Section 146-136 of the City of McKinney Code of Ordinance. I understand the City of McKinney may refuse to accept any public requirements and/or issue a Certificate of Occupancy if there are outstanding violations of those requirements.

Signature of Owner/Applicant or Authorized Agent: _____ Date: _____

Notary Public (Used for Affidavit of No Trees Only) _____ Date: _____

Tree Permit Submittal Fees

The Charge/fee for the services of the Engineering Department for review of submittals for tree permit processing and issuance shall be as follows:

<u>PERMIT</u>	<u>CHARGE/FEE</u>
Tree Permit	\$50.00 + fee based on number of trees
Fee for sites with up to 10 trees	\$10.00
Fee for sites with 10 to 50 trees	\$50.00
Fee for sites with 50 + trees	\$100.00

Fees due prior to receiving development permit.

Reforestation Fund Published Schedule

(Updated July 2009)

If an applicant cannot replace trees on the same property due to mitigation requirements, and if the Landscape Administrator does not approve replanting on an alternate site, the application shall make a payment into the Reforestation Fund.

- The amount of the payment per tree is as follows:

3" caliper trees	\$500.00
6" caliper trees	\$1200.00

The Reforestation funds are for purchasing, growing and/or irrigating trees. These funds paid into the Reforestation Fund shall be spent within three (3) years of payment or shall be returned to the payer.

Section A-2. Quality tree list.

COMMON NAME	BOTANICAL NAME
Caddo Maple	<i>Acer sacharum</i> 'Caddo'
Red Maple	<i>Acer rubrum</i>
Shantung Maple	<i>Acer truncatum</i>
Texas Buckeye	<i>Aesculus argute</i>
Chittamwood	<i>Bumelia lanuginose</i>
Hickory	<i>Carya spp.</i>
Pecan	<i>Carya illioinensis</i>
Redbud	<i>Cercis spp.</i>
Dogwood	<i>Cornus drummondii</i>
Smoketree	<i>Cotinus coggygria</i>
Hawthorn	<i>Crataegus</i>
Arizona Cypress	<i>Cupressus arizonica</i>
Leyland Cypress	<i>Cupressocyparis leylandii</i>
Texas Persimmon	<i>Diospyros texana</i>
Texas Ash	<i>Fraxinus texensis</i>
Gingko	<i>Ginkgo biloba</i>
Possumhaw Holly	<i>Ilex decidua</i>
Yaupon Holly	<i>Ilex vomitoria</i>
Alligator Juniper	<i>Juniperus deppeana</i>
Walnut	<i>Juglans nigra</i>
Eastern Red Cedar	<i>Juniperus virginiana</i>
Golden Raintree	<i>Koelreuteria paniculata</i>
Crape Myrtle	<i>Lagerstroemia indica</i>
Sweetgum	<i>Liquidambar styraciflua</i>
Southern Magnolia	<i>Magnolia grandiflora</i>
Saucer Magnolia	<i>Magnolia soulangiana</i>
Star Magnolia	<i>Magnolia stellate</i>
Crabapple	<i>Mallus spp.</i>
Dawn Redwood	<i>Metasequoia glyptostroboides</i>
Eldarica Pine	<i>Pinus eldarica</i>
Austrian Pine	<i>Pinus nigra</i>
Chinese Pistache	<i>Pistachia chinensis</i>
Sycamore	<i>Platanus occidentalis</i>
Cherry Laurel	<i>Prunus caroliniana</i>

COMMON NAME**BOTANICAL NAME**

Mexican Plum	<i>Prunus mexicana</i>
Sawtooth Oak	<i>Quercus acutissima</i>
Lacey Oak	<i>Quercus laceyi</i> (<i>Q. glaucoides</i>)
Bur Oak	<i>Quercus macrocarpa</i>
Black Jack Oak	<i>Quercus marilandica</i>
Chinquapin Oak	<i>Quercus muhlenbergii</i>
Water Oak	<i>Quercus nigra</i>
Willow Oak	<i>Quercus phellos</i>
Shumard Oak	<i>Quercus shumardi</i>
Texas Red Oak	<i>Quercus shumardi</i> 'Texana'
Durand Oak	<i>Quercus sinuate</i>
Bigelow Oak	<i>Quercus sinuate</i> var. <i>breviloba</i>
Post Oak	<i>Quercus stellata</i>
Live Oak	<i>Quercus virginiana</i>
Carolina Buckthorn	<i>Rhamnus caroliniana</i>
Western Soapberry	<i>Sapindus drummondii</i>
Eve's Necklace	<i>Sophora affinis</i>
Pond Cypress	<i>Taxodium ascendens</i>
Bald Cypress	<i>Taxodium disichum</i>
Cedar Elm	<i>Ulmus carassifolia</i>
Lacebark Elm	<i>Ulmus parvifolia</i>
Rusty Blackhaw	<i>Viburnum rufidulum</i>