

# 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](mailto: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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**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:

<b><u>PERMIT</u></b>	<b><u>CHARGE/FEE</u></b>
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.

<b><u>COMMON NAME</u></b>	<b><u>BOTANICAL NAME</u></b>
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>