



# City of Rowlett

## Tree Removal Permit Checklist

Community Development Department  
Planning and Urban Design Division  
5702 Rowlett Road  
Rowlett, TX 75089  
(972) 463-3927

**Project Name:** \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_

All Tree Removal Permits and associated plans shall be submitted complete and accurate in all detail through the [MyGov](#) portal on the designated [submittal date](#). Should plans be determined to be incomplete, they will be marked with needed changes and returned. **Please note that if after [three](#) submittals staff determines that significant progress is not being made toward completing plans, a resubmittal and payment of the original submission fee will be required.**

Materials **[required with this cover page](#)** for a Tree Removal Permit in accordance with [Section 77-504.H](#) of the Rowlett Development Code:

- A completed Uniform Development Application (included below);
- A completed Consent Form (included below) either signed by the property owner or accompanied by a signed and notarized letter authorizing the representative to submit the application on behalf of the owner;
- A narrative describing the scope of the project; and
- A dimensioned site plan showing:
  - The location of all buildings, structures, and improvements existing and planned on the property.
  - The limits of the construction line, and location and detail of protective fencing.
  - The location of trees to be removed, which will be assigned unique reference numbers.
  - Any required replacement trees with the caliper size, and the common name and scientific name of the tree.
  - A table listing all protected trees on site, and including Diameter at Breast Height (DBH), common and scientific names, heights, condition, removal status, and mitigation method.

Review and approval procedures for Tree Removal Permits are as follows:

- For removal of more than three protected trees, the City Council will consider approval upon a recommendation from the Planning and Zoning Commission.
- For removal of three or fewer protected trees, the Director of Community Development or her designee will consider approval. Any decision of the Director may be appealed to the Planning and Zoning Commission in accordance with [Section 77-504.H](#) of the Rowlett Development Code.



# City of Rowlett

## Uniform Development Application

Community Development Department  
 Planning and Urban Design Division  
 5702 Rowlett Road  
 Rowlett, TX 75089  
 (972) 463-3927

APPLICATION INFORMATION				
Submittal: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> (After 3 <sup>rd</sup> round, fee and schedule resets)			Planner:	
Project Name:			Total Acreage:	
Nearest Cross Streets:			Appraisal District County:	
Address:			Appraisal District Number/Parcel ID:	
City:	State:	Zip:	Current Zoning Designation(s):	
Subdivision/Addition Name:		Block:	Future Land Use Map Designation(s):	
		Lot(s):	Please check the box for the proposed use: <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Multi-Family <input type="checkbox"/> Residential	
Please provide a brief description of the proposed request:				
TYPE OF REQUEST			FEE	
ROWLETT DEVELOPMENT CODE (RDC)				
1.	<input type="checkbox"/>	Rezoning (RDC or Form Based Code)	\$3,000.00	
2.	<input type="checkbox"/>	Planned Development	\$3,800.00	
3.	<input type="checkbox"/>	Special Use Permit (SUP)	\$2,750.00	
4.	<input type="checkbox"/>	Temporary Use Permit (TUP)	\$1,600.00	
5.	<input type="checkbox"/>	Board of Adjustment/Variance Request—Commercial	\$1,900.00	
6.	<input type="checkbox"/>	Board of Adjustment/Variance Request—Residential	\$500.00	
7.	<input type="checkbox"/>	Site Development Plan (Includes Landscape and Façade Plan)	\$2,250.00	
FORM-BASED CODE (FBC)				
8.	<input type="checkbox"/>	Framework Plan	\$3,800.00	
9.	<input type="checkbox"/>	Regulating Plan/ Phased Master Plan	\$3,250.00	
10.	<input type="checkbox"/>	Development Plan (FBC)	\$2,250.00	
11.	<input type="checkbox"/>	Standalone Major Warrant (3 or fewer)	\$2,700.00	
PLATTING				
12.	<input type="checkbox"/>	Preliminary Plat (TSPP required at time of Pre-Plat)	\$1,700.00	
13.	<input type="checkbox"/>	Final Plat—includes Minor Subdivisions	\$2,300.00	
14.	<input type="checkbox"/>	Final Plat—Single Lot Residential	\$1,000.00	
15.	<input type="checkbox"/>	Replat—Non-Residential	\$2,100.00	
16.	<input type="checkbox"/>	Replat—Residential	\$1,000.00	
17.	<input type="checkbox"/>	Amending Plat	\$1,000.00	
18.	<input type="checkbox"/>	Minor Plat	\$1,000.00	
19.	<input type="checkbox"/>	Conveyance Plat	\$1,000.00	
20.	<input type="checkbox"/>	Vacation Plat	\$1,000.00	
21.	<input type="checkbox"/>	Administrative Plat	\$1,000.00	
CIVILS				
22.	<input type="checkbox"/>	Civil Plan Review—Residential and Commercial	\$1,000.00 plus \$175 per acre over 1 acre*	
23.	<input type="checkbox"/>	Grading Permit	\$500.00	
24.	<input type="checkbox"/>	Tree Removal Permit	\$265.00	
<b>Please note that first acre is included, acreage will be rounded to nearest whole number</b>				
CURRENT PROPERTY OWNER				
Name			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	
APPLICANT/CONTRACT PURCHASER				
Name:			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	
AGENT/REPRESENTATIVE				
Name:			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	



# City of Rowlett Consent Form

Community Development Department  
Planning and Urban Design Division  
5702 Rowlett Road  
Rowlett, TX 75089  
(972) 463-3927

**Project Name** \_\_\_\_\_ **Submittal Date** \_\_\_\_\_

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Rowlett, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

### Property Owner Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

### Agent/Representative Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

### Notary Public Information

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (name of person acknowledging). He/she is personally known to me or has produced (type of identification) \_\_\_\_\_ as identification and did/did not take an oath (circle correct response).

\_\_\_\_\_  
Name (type, stamp, or print clearly)

\_\_\_\_\_  
Signature

**Notary's Seal or Stamp** \_\_\_\_\_