



CITY OF NORTHVILLE  
 BUILDING DEPARTMENT  
 215 WEST MAIN STREET  
 NORTHVILLE, MI. 48167  
 PHONE (248) 449-9902

Cashier Validation (Removal fee only)  
 Validation for replacement fee goes on page 5

# TREE REMOVAL PERMIT APPLICATION

**Application Received On**  
 (Date stamp this box)

## INSTRUCTIONS

1. Complete Sections 1 through 6 of this application and attach required documents as noted. This application is for minor projects that do not require Planning Commission review. **If your project requires Planning Commission review, do not use this form.**
2. **Submit 2 identical packets** to the Building Department. (Application and supporting documents)
3. Provide all required information, or your application review may be delayed.
4. Tree permit applications require on-site inspection by the Building Official or Planning Consultant and are not be processed the same day.
5. The Tree Preservation Ordinance (Chapter 90, Article II) is available on the City's website [www.ci.northville.mi.us](http://www.ci.northville.mi.us).

## 1. OWNER and/or OCCUPANT INFORMATION

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Is the Owner also the Occupant?  Yes  No If you check NO, provide Occupant Information

Occupant Name \_\_\_\_\_

Address \_\_\_\_\_, Northville, MI 48167/48168

Telephone \_\_\_\_\_ Email \_\_\_\_\_

## 2. CONTRACTOR INFORMATION – complete this section if the tree is being removed by a Contractor

Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

## 3. TREE LOCATION

Property address \_\_\_\_\_ Zoning \_\_\_\_\_

Lot #(s) \_\_\_\_\_

Parcel ID #(s) \_\_\_\_\_

Tree is dead\*    Remove 1-2 Trees    Remove 3-5 Trees    Remove 6 or more trees

\* If tree is dead, please skip to Page 4, sign application, and submit 2 identical packets to the Building Department

Sketch that depicts 1) location of each tree proposed for removal, 2) location of buildings on property, **AND** 3) include photograph(s) of tree(s) to be removed.

Statement indicating why applicant wishes to remove the tree(s) \_\_\_\_\_

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**4. TREE INFORMATION (DBH = Diameter Breast Height – measured at 4.5 feet above grade)**

**\*\* You must mark each tree to be removed in the field so that it is easily identified during inspection. Trees to be removed should be marked with fluorescent orange spray paint (chalk based). No ribbons! If the trees are not marked as directed, your application may be delayed**

Trees are marked with fluorescent orange spray paint that is chalk-based.

Tree Species \_\_\_\_\_ Number to be removed \_\_\_\_\_ Approximate DBH \_\_\_\_\_

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Tree Species \_\_\_\_\_ Number to be removed \_\_\_\_\_ Approximate DBH \_\_\_\_\_

\*\* Attach additional page if needed – follow the above format

**5. LANDMARK/HISTORIC TREES (see page 3 for complete list of landmark/historic trees)**

Are these Landmark Trees?    Yes\*\*    No   **\*\*If yes, the applicant shall submit an inventory of landmark/historic trees to be removed, listing each tree's size (dbh) and species, together with a report on the health and condition of landmark/historic trees per Section 90-34(b)(1) Section 90-34(b)(1) in the Code of Ordinances.**

Inventory and Report Attached?    Yes    Not applicable

**Tree removals that require a permit must be mitigated.** See Section 90-36 in the Code of Ordinances for Tree Replacement plan requirements. Mitigation plan must include planting location, size, and species.

Mitigation plan is  Attached **OR**  describe why on-site mitigation cannot be done (please note a per tree replacement fee shall be assessed if the Building Official concurs that on-site mitigation is not feasible).

**Landmark/historic trees.** The following is a list of landmark trees according to common name, species and DBH which are protected under section 90-34 in the Code of Ordinances:

Common Name	Species	DBH
Arborvitae	Thuja Occidentalis	18"
Ash	Fraxinus spp.	18"
American basswood (linden)	Tilia americana	24"
American beech	Fagus grandifolia	18"
American chestnut	Castanea dentata	8"
American elm	Ulmus americana	18"
Birch	Betula spp.	18"
Black alder	Alnus glutinosa	12"
Black tupelo	Nyssa sylvatica	12"
Black walnut	Juglans nigra	20"
White walnut	Juglans cinerea	20"
Buckeye (horse chestnut)	Aesculus spp.	18"
Cedar, red	Juniperus spp.	12"
Crabapple (cultivar)	Malus spp.	12"
Douglas fir	Pseudotsuga menziesii	18"
Eastern hemlock	Tsuga canadensis	12"
Flowering dogwood	Cornus florida	8"
Ginkgo	Ginkgo biloba	18"
Hickory	Carya, spp.	18"
Kentucky coffee tree	Gymnocladus dioicus	18"
Larch/tamarack	Larix laricina (Eastern)	12"
Locust	Gleditsia triacanthos	24"
Sycamore (London plane tree)	Platanus spp.	18"
Maple	Acer spp. (except negundo)	18"
Oak	Quercus spp.	20"
Pine	Pinus spp.	18"
Sassafras	Sassafras albidum	15"
Spruce	Picea spp.	18"
Tulip tree	Liriodendron tulipifera	18"
Wild cherry	Prunus spp.	18"

**6. FEES AND STATEMENT**

Standard Permit Application Fees and Tree Replacement must be paid before permit will be issued. Information on permit and replacement fees is noted below.

**Standard Permit Application Fees**

1-3 trees removed	\$ 80
4-6 trees removed	\$140
7-25 trees removed	\$280
25 or more trees removed	\$280 plus \$5 per tree removed in excess of 25 trees

**Standard Tree Replacement Fees** (fee is PER TREE removed)

Trees 6"-11" dbh (fee is per tree removed)	\$ 430
Trees 11.1"-20" dbh (fee is per tree removed)	\$ 840
Trees over 20" dbh (fee is per tree removed)	\$1,240
Landmark/historic Trees	Fee is \$410 per 2.5" of dbh of required replacement tree(s)

**Please note: Standard Tree Replacement Fees shall be assessed if the Building Official or Planning Consultant concur that on-site mitigation is not feasible. These fees must be paid before the tree removal permit is issued. The Building Department will notify you of the Tree Replacement Fee amount due, if required.**

**Any removal of protected or landmark/historic trees before a Tree Removal Permit has been issued will subject the property owner and/or responsible entity, such as a contractor, to penalties and/or civil fines per Section 90-38 in the Code of Ordinances.**

I understand that there may be deed restrictions that would prohibit this activity and will check the title for any deed restrictions and/or covenants. I hereby certify that the proposed work is authorized by the Owner of Record and that I have been authorized by the owner to make this application as his/her authorized agent and that we agreed to conform to all applicable laws of this jurisdiction.

I understand that the standard application fee for tree removal and any tree replacement fees must be paid in full before the permit is issued.

I am submitting the following:

- Complete application
- Sketch that depicts location of trees proposed for removal (see page 1, section 3)
- Photographs of trees proposed for removal (see page 2, section 3)
- Landmark/historic tree inventory and report (see page 3, section 5)
- Mitigation plan (see page 3, section 5)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**OFFICE USE ONLY**

**TREE LOCATION**

Property Address \_\_\_\_\_

Lot Number \_\_\_\_\_

Replacement Fee Validation

Application reviewed by:  Building Official  Planning Consultant  
(Attach report to application)

\*\* Requests to remove more than 10 trees shall be reviewed by the Building Official and the Planning Consultant.

Application is  APPROVED  DENIED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MITIGATION REQUIREMENTS**

Mitigation required  NO  YES as follows \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES DUE**

Standard Tree Removal Fee Amount Due \$ \_\_\_\_\_

Tree Replacement Fee Due  YES \$ \_\_\_\_\_  NO

Permit Number \_\_\_\_\_ Date Issued \_\_\_\_\_