



Department of Building, Zoning & Housing
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Richmond Heights, Ohio 44143-1429
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richmondheightsohio.org

TREE REMOVAL & PROTECTED HILLSIDE ZONE PERMIT APPLICATION

LOCATION OF JOB _____ PARCEL # _____

OWNER'S NAME _____ PHONE # _____

OWNER'S ADDRESS _____ CITY/STATE/ZIP _____

CONTRACTOR'S NAME _____ PHONE # _____

CONTRACTOR'S ADDRESS _____ CITY/STATE/ZIP _____

DESCRIBE SIZE, APPROX. DIAMETER, LOCATION AND CONDITION OF TREE(S) TO BE REMOVED:

Permit Fee: \$50.00 _____ Total cost of work being performed _____

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION FORM

1. A plot plan or similar drawing of the property showing the location of trees to be removed as well as the location of any existing structures or public lands thought to be impacted by problem tree(s) and the location of any viable trees in close proximity (50-feet +/-) to the tree(s) being removed. A site plan for the purposes of your modifications can be found at this website: <http://maps.cuyahogacounty.us/?referrer=myplace.cuyahogacounty.us>
2. A plot plan or similar drawing of the property showing the location of new trees that will be planted to replace the trees earmarked for removal (if any). Note: This information may be shown on the same Plot Plan submitted in item #1.

Section 1198.05: No owner, developer, builder or occupant shall make changes of any land proposed to be subdivided, developed or changed in use by grading, excavating or by their removal or destruction of any natural vegetation or the removal of any topsoil, trees or other vegetation covering thereon within the Protected Hillside Zone without first having obtained a permit from the Building Commissioner authorizing such activity in the Protected Hillside Zone. No permit (for the removal of healthy, live trees) shall be issued by the Building Commissioner unless it has been reviewed and approved by the Planning and Zoning Commission.

This chapter shall not be interpreted to prohibit normal landscaping, gardening, maintenance or routine arboreal activities or to prohibit small scale planting of ornamental flowers or shrubs or the removal of diseased, dead or damaged trees or trees which are a threat to the health and safety of the owner of the property. However, such activity shall be carried out in the conformance with the standards of vegetation or revegetation of this chapter.

Section 1198.06: The Building Commissioner shall review the application to insure the application has information required by Section 1198.07. In connection with such review, the Building Commissioner is authorized to consult and obtain opinions from such other professionals as the City Engineer, hydrological and geotechnical engineers, botanists, biologists and landscape architects as he may deem necessary. No Protected Hillside Zone permit shall be issued until the application, together with the report of the Building Commissioner, has been reviewed and approved by the Planning and Zoning Commission.

Section 1198.07: A site plan (shall be submitted) showing the general limits of the various kinds of vegetation (wood lot, meadow, etc.), the locations of all trees nine inch (9") or greater caliper measured fourteen inches (14") above ground level (including their genus, species and condition) that are within fifty feet (50') of the limits of the area proposed to be disturbed; location and type of vegetation to be destroyed; location and type of vegetation to be removed due to health, safety and welfare requirements.

Section 1198.08; At the time of filing the application for a Tree Removal/Protected Hillside Zone permit, there shall be paid to the Treasurer a filing fee in the amount of fifty dollars (\$50.00). (The filing fee may be waived at the discretion of the Building Commissioner for the removal of dead trees that are not located on a Protected Hillside Zone.) There shall also, at the discretion of the Building Commissioner, be deposited with the Treasurer and thereafter maintained on deposit the amount of one thousand dollars (\$1,000) or such larger or lesser amount as may be determined by the Building Commissioner based on his estimate of the costs to be incurred by the City in reviewing the application for permit and to insure payment by the applicant of expenses incurred by the City in the processing of the application and all pertinent papers connected therewith. The cost and expense of any investigation which may be necessary by the Building Commissioner, City Engineer, hydrological and geotechnical engineers botanists, biologists, landscape architects and the Director of Law and such other City officials to determine whether the proposed application is in accordance with law, the cost of any and all notices required, and all other necessary expenses shall be paid by the owner, developer or builder.

Section 1177.07; In order to prevent undue erosion of the soil, pollution of the atmosphere and natural waterways, interference with drainage and the natural supply of water and an unreasonable loss of oxygen, no person, firm, association or corporation shall, prior to the written approval of the Planning Commission, remove or destroy by cutting, burning, bulldozing or by any other means any number of viable trees having a diameter or four inches or more measured at a distance of fourteen inches above the ground level, on any parcel of record. In order to secure a permit to remove any number of trees, an application for such approval shall be filed with the Building Commissioner. The application shall set forth the name and address of each owner, lessee and person in possession of the lot or parcel upon which the trees are situated, the name and address of each person who shall be engaged in the destruction or removal of such trees, a statement as to whether such work will be performed under a written or oral agreement, as well as the essential terms of the agreement; a statement of the kind, number and dimensions of the trees to be removed, and a legal description of each lot or parcel, or in lieu thereof, a description of sufficient detail so that such lot or parcel may be readily located on the plat map of the City.

NOTE: Owners, agents or tree removal contractors are not permitted to place the debris from the removal of one or more trees onto the tree lawn for removal by the City Service Department. All debris from the tree removal, including tree trunks, limbs, brush, leaves, and the grinding and removal of the tree stump to a depth of 18-inches below grade is the responsibility of the owner of the property or, by assignment, of the firm/contractor causing the removal of the tree. See this website for more information on disposal of debris: http://richmondheightsohio.org/pdf_RichmondHeights/en-US/Service/TREE%20CUTTING%20AND%20CHIPPING%20FAQS.pdf

APPLICANT'S SIGNATURE

DATE

Date of Approval

Signature of Building Commissioner