



City of Dearborn

Property Maintenance and
Development Services Department

16901 Michigan Ave, Ste. 7
Dearborn, MI 48126
313-943-3986

TREE REMOVAL PERMIT APPLICATION

Site Address: _____

Property Owner Information/Affidavit *(Please read this entire form carefully to fully understand the requirements.)*

I do hereby certify that I am the owner of the property described and that I concur with the information described in this application. I understand that I must have physical possession of the permit before beginning any work and that failure to obtain a permit may result in a court appearance ticket for a misdemeanor with possible penalties of fines up to \$500 and/or 93 days in jail for each tree removed. I agree to meet all tree replanting requirements as outlined in City ordinance 12-1106 and I understand that replanting is a condition of the tree removal permit. I further grant permission for the City of Dearborn and its agents, officers, and employees to enter the property for the purposes of site inspections of the proposed tree removal/replacement activity.

Owner Name:		Phone Number:	
Owner Address:	City:	State:	ZIP:
Signature of Property Owner:			Date:

Contractor Information

Name:	Office Phone Number:	Cell Phone Number:	
Address:	City:	State:	ZIP:
Email Address:	City Registration Number:	Expiration Date:	
Signature of Contractor:			Date:

Tree Removal Permit

I am applying for a Standard Tree Removal Permit. Construction Related (Construction Permit #) _____ Start Date: _____

I am applying for an Emergency Tree Removal Permit (Retroactive). I had to remove the tree(s) because there was hazardous or dangerous conditions requiring immediate action for the safety of human life or structures and there was insufficient time to obtain a permit. I am submitting this application within 7 days of the work in order to receive a retroactive Tree Removal Permit. I have included photographic evidence of the hazardous conditions that created the emergency.

NOTE: The property owner and/or the contractor may be found in violation of City ordinance if it is determined that trees were removed without a permit and the property owner or contractor is unable to demonstrate the emergency. (Ord. 12-1105)

Tree Information (If more than 4 trees, please use additional paper)

Tree 1: Dead or Dying Diseased Construction Other _____
Species: _____ Size (DBH): _____

Tree 2: Dead or Dying Diseased Construction Other _____
Species: _____ Size (DBH): _____

Tree 3: Dead or Dying Diseased Construction Other _____
Species: _____ Size (DBH): _____

Tree 4: Dead or Dying Diseased Construction Other _____
Species: _____ Size (DBH): _____

Site Plan (See reverse for information required on the site plan)

Estimated Date of Tree Removal: _____

Estimated Date of Tree Replacement: _____

(Replacement is required if healthy trees are removed.)

For Office Use Only:

Date Submitted: _____

Case Number: _____

Parcel ID #: _____

Permit Reviewed by: _____

Permit Approved. Date: _____

Cancelled/Denied. Reason: _____

- Site Plan Completed
- Contractor Information Verified
- Property Owner Verified
- Property Owner Signature / Contract
- Arborist Report Attached
- Tree Replacement Plan Not Required
- Permit Not Required

Tree Fund Billing: Payment into Tree Fund is required if replanting of healthy trees is not completed as required by City Ordinance 12-1106.

Date Invoice Submitted: _____

Invoice Billing Date: _____

Invoice Number: _____

Invoice Amount: _____



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TREE REMOVAL PERMIT APPLICATION

The City of Dearborn is recognized as a Tree City USA. The protection and conservation of healthy, high quality trees is of paramount concern. Pursuant to City of Dearborn ordinance, a Tree Removal Permit is required to remove or relocate any tree with a DBH (diameter at breast height) of 16 inches or greater. Please see **"Application Requirements"** below.

A site visit will be performed to verify application information. Trees will be evaluated on the quality of the area of location, including tree species, habitat quality, health and vigor of the tree, tree size and density. Permission will be granted to remove or relocate a tree when it is consistent with good forestry practices or if it will enhance the health of remaining trees. Permission will also be granted where necessary for the location of a structure or site improvement, if a reasonable and prudent alternative location for such structure or improvement can be demonstrated to create an undue hardship.

If a healthy tree is removed, the tree shall be relocated or replaced. Please see **"Tree Replacement Information"** below.

Application Requirements

1. Complete the Tree Removal Application Form
2. Property Owner Signature is required on the application form. A copy of a signed contract for the tree removal will fulfill this requirement.
3. Complete the **Site Plan** section on the application form. Include the following:
 - a. Location of all property lines and easements
 - b. Existing buildings and structures
 - c. Location of tree(s) to be removed
 - d. Location of tree(s) to be replaced
4. Tree Removal Contractors must be registered with the City of Dearborn. Please contact the City Clerk's office at (313) 943-2015 for information on contractor requirements and fees.
5. There are no fees for a tree removal permit.
6. Attach an **Arborist Report** from a *State Licensed Arborist* containing the following information:
 - a. Species of tree(s)
 - b. Conditions of tree(s)
 - c. DBH (diameter at breast height) of tree(s)
 - d. Arborist's name and license number
7. Please allow five (5) business days for processing.

Permits are emailed to the contractor upon approval. If an email address is not included on the application the permit will be mailed to the contractor's business address. If a permit is denied the property owner and contractor will be contacted with the reason for denial. Denied permits may be appealed to the director within 21 days of the denial.

Tree Replacement Information

Replacement trees must be located on the same parcel of land on which the activity is to be conducted. Where tree relocation or replacement is not possible on the same property, \$196.10 per tree is to be paid into the city tree fund for tree replacement within the city.

Tree replacement shall be done in accordance with the following:

1. If the replacement tree is at least two (2) inches in DBH, but less than three (3) inches in DBH, credit will be given for replacing one (1) tree.
2. If the replacement tree is at least three (3) inches in DBH, but less than four (4) inches in DBH, credit will be given for replacing one and one-half (1 ½) trees.
3. If the replacement tree is at least four (4) inches in DBH, credit will be given for two (2) replacement trees.

This application can be submitted via email to: treepermits@ci.dearborn.mi.us