



Tree Permit Application & Checklist

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TREE PERMIT APPLICATION

Application Type				
Residential (Existing)		Non-Residential (Existing)		Undeveloped Land
Applicant Information				
Applicant Name:				
Company Name:				
Phone #:	Email:			
Address:				
City:	State:	Zip Code:		
Owner's Information (if different than the applicant)				
Applicant Name:				
Company Name:				
Phone #:	Email:			
Address:				
City:	State:	Zip Code:		
Work Site Information				
Address:				
Property or Geographic ID # (If no address is available):				
Class of Work				
Tree Removal		Transplanting		Brush Removal: Grubbing

I hereby certify that this application meets the requirements of Section 203E.4. and Section 206B. of City of McKinney Unified Development Code.

Owner/Applicant Signature: _____ Date: _____

Or

Authorized Agent Signature: _____ Date: _____



Tree Permit Requirements

203E.4. of the Unified Development Code

4. Tree Permit

a. Applicability

A Tree Permit is required prior to the critical alteration of any tree 6 inches or greater in diameter at breast height (DBH) except as specified by this section or when a Tree Preservation Plan is required.

b. Exceptions

A tree may be critically altered without first receiving a Tree Permit only in the following circumstances:

I. The tree is less than 6 inches at DBH.

II. The Tree is:

- a. located on a lot of record on which a single-family (attached or detached), duplex, triplex, and quadplex residential dwelling legally exists as the primary use of the property,
- b. less than 27 inches at DBH,
- c. not located within a FEMA 100-year flood plain, fully-developed 100-year floodplain, or erosion hazard setback zone, and
- d. not part of a development project.

III. The Tree is:

- a. located on a property that is actively receiving a special use appraisal as a qualified agricultural, timber land, and wildlife management property from the Collin Central Appraisal District,
- b. not a quality tree,
- c. not greater than 42 inches at DBH,
- d. not located within 15 feet of any platted property used for single-family (attached and detached), duplex, triplex, and quadplex residential purposes,
- e. not located within a FEMA 100-year flood plain, fully-developed 100-year floodplain, or erosion hazard setback zone, and
- f. not part of a development project.

- IV. The tree endangers the public health, welfare, or safety and immediate alteration is required from an arborist, including documentation stating the diameter, species and reason for removal.
 - V. The tree has disrupted a public utility service due to a tornado, storm, flood, or any force of nature. Critical alteration shall be limited to the portion of the tree reasonably necessary to reestablish or maintain reliable utility service.
 - VI. The tree is being critically altered as part of routine utility maintenance.
 - VII. The tree is dead as documented by an arborist, including information citing the diameter, species, and reason for removal, unless the tree was required under a Landscape Plan or was a required replacement tree under this section.
 - VIII. Removal of underbrush, not including grubbing under drip lines.
- c. Submittal Requirements
 - I. A Tree Permit application shall be submitted in conformance with the requirements of this section and processed in accordance with §203A, Standard Procedures.
 - d. Tree Permit Application Requirements
 - I. Application and submittal fees (see Appendix A – Schedule of Fees);
 - II. Residential Tree Permit exhibit shall include the following information:
 - a. The location of any proposed tree for removal or transplanting on an aerial exhibit or plot plan; and
 - b. The diameter at breast height (DBH) of the proposed tree for removal or transplanting.
 - III. Non-residential Tree Permit exhibit shall include the following information:
 - a. The location of any proposed tree for removal or transplanting on an aerial exhibit, Site Plan, or approved Landscape Plan;
 - b. The diameter at breast height (DBH) of the proposed tree for removal or transplanting; and
 - c. Summary tables including mitigation information tables, if applicable.
 - IV. Alternate submittal materials may be deemed appropriate in limited instances and may be accepted, subject to the sole discretion of the Director of Planning.



Tree Preservation Schedule of Fees

Tree Permit Submittal Fees

The application fees for the services of the Planning Department for review of submittals for tree permit processing and issuance shall be as follows:

Use/Work	Fees
Residential Tree Removal (Existing)	\$0.00
Non-Residential Tree Removal (Existing)	\$50.00
Grubbing Under Drip Lines (limited purpose)	\$150.00

Fees due prior to receiving tree permit.

Tree Reforestation Fund Published Schedule

(Updated November 2022)

If an applicant is unable to replace trees on the same property or gain approval to plant on an alternate site, a mitigation payment into the Tree Reforestation Fund shall be required as follows:

Replacement Tree Size	Amount/Cost
4" caliper trees	\$700.00
6" caliper trees	\$1,500.00

Reforestation funds shall be expended only for purchasing, planting, growing and/or irrigating trees as per the City's Reforestation Plan. Funds paid into the Tree Reforestation Fund shall be spent within 10 years of payment or shall be returned to the payer.



Quality Tree List

The following list of tree species are protected trees with a DBH of 6 inches to 41 inches. The tree species that are listed below in **bold** are not quality trees. All tree species are protected trees with a DBH of 42 inches and greater.

Common Name	Botanical Name
Maple Species	<i>Acer spp.</i>
Except: Box Elder-<i>Acer negundo</i>, Silver Maple-<i>Acer saccharinum</i>	
Chittamwood	<i>Bumelia lanuginose</i>
Birch Species	<i>Betula spp.</i>
Buckeye Species	<i>Aesculus spp.</i>
Texas Madrone	<i>Arbutus xalapensis</i>
Hickory Species	<i>Carya spp.</i>
Pecan	<i>Carya illioinensis</i>
Redbud	<i>Cercis canadensis</i>
Desert Willow	<i>Chilopsis linearis</i>
Chinese Fringe Tree	<i>Chionanthus virginica</i>
Dogwood Species	<i>Cornus spp.</i>
Smoketree	<i>Cotinus coggygria</i>
Hawthorn	<i>Crataegus spp.</i>
Arizona Cypress	<i>Cupressus arizonica</i>
Leyland Cypress	<i>Cupressocyparis leylandii</i>
Persimmon	<i>Diospyros spp.</i>
Gingko	<i>Ginkgo biloba</i>
Holly Species	<i>Ilex spp.</i>
Juniper Species	<i>Juniperus spp.</i>
Walnut Species	<i>Juglans spp.</i>
Common Name	Botanical Name
Golden Raintree	<i>Koelreuteria paniculata</i>
Crape Myrtle	<i>Lagerstroemia indica</i>
Goldenball Leadtree	<i>Leucaena retusa</i>
Sweetgum	<i>Liquidambar styraciflua</i>
Magnolia	<i>Magnolia spp.</i>
Crabapple	<i>Mallus spp.</i>
Dawn Redwood	<i>Metasequoia glyptostroboides</i>
Wax Myrtle	<i>Myrica cerifera</i>

Common Name	Botanical Name
Pine	<i>Pinus spp.</i>
Chinese Pistache	<i>Pistacia chinensis</i>
Sycamore	<i>Platanus occidentalis</i>
Mesquite	<i>Prosopis glandulosa</i>
Cherry Laurel	<i>Prunus caroliniana</i>
Mexican Plum	<i>Prunus mexicana</i>
Oak Species	<i>Quercus spp.</i>
Carolina Buckthorn	<i>Rhamnus caroliniana</i>
Aromatic Sumac	<i>Rhus aromatic</i>
Prairie Flameleaf Sumac	<i>Rhus lanceolata</i>
Western Soapberry	<i>Sapindus drummondii</i>
Gum Bully	<i>Sideroxylon lanuginosum</i>
Eve's Necklace	<i>Sophora affinis</i>
Texas Mountain Laurel	<i>Sophora secundiflora</i>
Pond Cypress	<i>Taxodium ascendens</i>
Bald Cypress	<i>Taxodium distichum</i>
Elm Species	<i>Ulmus spp.</i>
Except: American Elm-<i>Ulmus americana</i>, Siberian Elm-<i>Ulmus pumila</i>	
Mexican Buckeye	<i>Ungnadia speciosa</i>
Viburnum	<i>Viburnum spp.</i>
Vitex	<i>Vitex agnus-castus</i>