

### How to apply for a Tree Removal Permit:

- Log in with your User Name and Password.
- Select the Tree Removal tile.
- Answer the “more information” question.
- Select “Apply” for “Tree Removal Permit with an Arborist Report” or “Tree Removal Permit without Arborist Report.”

### With an Arborist Report:

- When you add the project address, check the search example. Use the map page to help you find the project's address. If not found, check the street spelling. Also check that the address is within the city limits.
- Add a complete project description. Refer to the example description.
- Enter your Contractor or Arborist’s contact information (optional).
- Provide specific information about the tree(s) you want removed.
- Upload your required and supporting documents.
- Add your digital signature to complete the application.
- Review the permit application summary. The fees shown are an estimate. We will create an invoice for you.
- Submit.
- Click “On to Plan” to view your plan number and status.

You will receive a confirmation message that your application has been successfully submitted. You will hear from us within a few business days.

### Next Steps

- Following a complete application, we will create an invoice.
- After paying your fees, call to schedule an inspection by the City’s Arborist.
- After the inspection, we will issue an approval letter and permit.
- You must wait for the 15-day appeal period to be over before you can remove the tree.

### Without an Arborist Report:

- When you add the project address, check the search example. Use the map page to help you find the project's address. If not found, check the street spelling. Also check that the address is within the city limits.
- Add a complete project description. Refer to the example description.
- Enter your Contractor or Arborist’s contact information (optional).
- Provide specific information about the tree(s) you want removed.
- Upload your required and supporting documents.
- Add your digital signature to complete the application.
- Review the permit application summary.
- Submit.
- Add the fees to your “Cart” to pay.
- You will receive a receipt once payment is complete. It will go to the address connected to your account.

You will receive a confirmation message that your application has been successfully submitted. You will hear from us within a few business days.

### Next Steps

- After paying your fees, call to schedule an inspection by the City’s Arborist.
- After the inspection, we will issue an approval letter and permit.
- You must wait for the 15-day appeal period to be over before you can remove the tree.