



Tree Permit Application & Checklist

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[Submit via CSS Portal to:](#)

City of McKinney
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Phone # 972-547-2000

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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 Article 4 (Tree Preservation) of City of McKinney Unified Development Code.

Owner/Applicant Signature: _____ Date: _____

Or

Authorized Agent Signature: _____ Date: _____



Tree Permit Requirements

204.B (Tree Permits) of the Unified Development Code

Tree Permit Application

- A. Tree Permit application and submittal fees (see Appendix A – Schedule of Fees) shall be submitted in conformance with the requirements of this section and shown on one of the following:
 - a. For existing single-family residential (single-family (detached and attached), Duplex, Triplex, and Quadplex) uses, a tree permit exhibit shall include the following information:
 - i. The location of any proposed tree for removal or transplanting on an aerial exhibit or plot plan;
 - ii. The diameter at breast height (DBH) of the proposed tree for removal or transplanting; and
 - iii. the following standard notations;
 - a) Tree trunks must be cut at ground level where removal of a tree may damage root systems of an adjacent tree.
 - b) All roots two inches or larger in caliper, which are exposed as a result of trenching or other excavation, shall be cut off square.
 - iv. Tree protection measures.
 - b. For existing non-residential uses, manufactured homes, multi-family residential uses, and Qualified Ag Land, a tree permit exhibit shall include the following information:
 - i. The location of any proposed tree for removal or transplanting on an aerial exhibit, Site Plan, or approved Landscape Plan;
 - ii. The diameter at breast height (DBH) of the proposed tree for removal or transplanting;
 - iii. the following standard notations;
 - a) Tree trunks must be cut at ground level where removal of a tree may damage root systems of an adjacent tree.
 - b) All roots two inches or larger in caliper, which are exposed as a result of trenching or other excavation, shall be cut off square.
 - iv. Tree protection measures; and
 - v. Summary tables including mitigation information, if applicable.
 - c. For other properties, a tree permit exhibit shall include the following

information:

- i. The location of any proposed tree for removal or transplanting on an aerial exhibit, Site Plan, or approved Landscape Plan;
 - ii. The diameter at breast height (DBH) of the proposed tree for removal or transplanting;
 - iii. the following standard notations;
 - a) Tree trunks must be cut at ground level where removal of a tree may damage root systems of an adjacent tree.
 - b) All roots two inches or larger in caliper, which are exposed as a result of trenching or other excavation, shall be cut off square.
 - ii. Tree protection measures; and
 - iii. Summary tables including mitigation information, if applicable.
- b. 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.

