



EST. 1872

# City of Hampton

## SPECIMENT TREE REMOVAL PERMIT APPLICATION

City Hall  
17 East Main Street South  
PO Box 400  
Hampton, GA 30228

Phone: 770.946.4306  
Fax: 770.946.4356  
www.hamptonga.gov

**MAYOR**  
ANN N. TARPLEY

**MAYOR PRO-TEM**  
MARTY MEEKS

**CITY COUNCIL**  
SHEILA BARLOW  
HENRY BYRD  
DEVLIN CLEVELAND  
MARY ANN MITCHAM  
WILLIE TURNER

**CITY MANAGER**  
ALEX S. COHILAS

Tree removal permit is required to remove any Specimen tree. Specimen trees are:

- Deciduous canopy trees that are 15" dbh or greater. Oaks and maples are examples of hardwood trees
- Evergreen canopy trees that are 18" dbh or greater. Pines are examples of softwood trees
- Understory trees that are 4" dbh or greater. Dogwoods are examples of understory trees

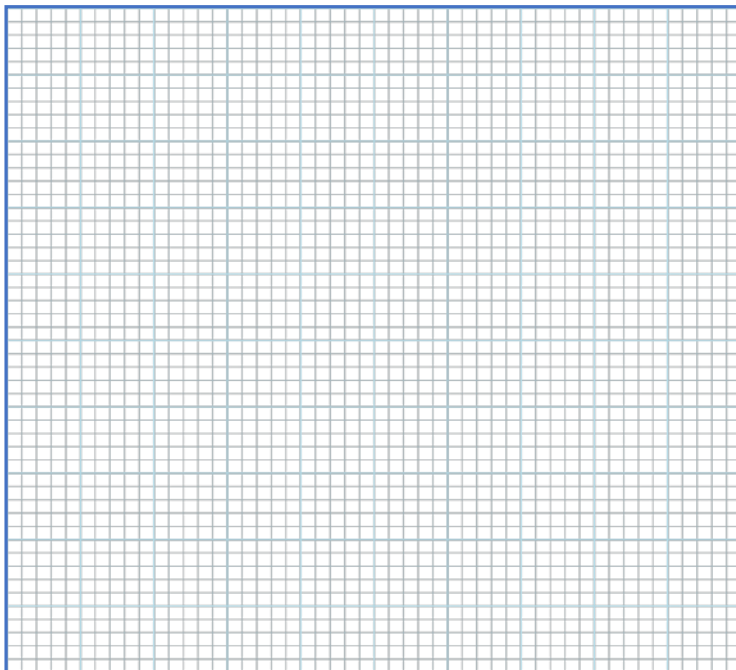
The removal of specimen trees may only be granted under these circumstances. The tree is:

- Diseased, dead or dying to the point that restoration is not practical or the disease may be transmitted to other trees as determined by a licensed arborist;
- There is no reasonable assurance that if the tree is saved with proper construction precautions, it will continue to live as an asset to the site;
- proposed removal would not substantially harm the public health, safety, aesthetics and welfare of the City;
- The applicant has on file with the City on the effective date of this section an application for a building permit, land disturbance permit or preliminary plat review, or has submitted development plans to the City of Hampton Planning and Zoning Department with regard to the subject property

<b>LOCATION</b>	Property Owner _____ Address _____ Phone # _____ Email _____		<b>GREENWAY TRAIL</b>	Removal of trees on City-owned property is prohibited and offenders are subject to fines. Property owners are responsible for verifying that trees are on private property.
	Subdivision: _____	HOA Approval? No    Yes    N/A		Is the Property adjacent to a City-owned Park or Greenway Trail? No    Yes  If yes, check all that apply: Side    Rear    Front
<b>CONTRACTOR</b>	Company Name _____ Contact Person _____ Phone # _____ Email _____		<b>CONTRACTOR DOCUMENTS</b>	
			The tree removal company must provide the City with proof of general liability and workers compensation coverage as well as their current occupational tax certificate.	
<b>APPLICATION CHECKLIST</b>	<p><b>The applicant must submit the following:</b></p> <ol style="list-style-type: none"> <li>1. Completed Tree Removal Permit application (this form).</li> <li>2. Tree Removal List on the following page completely filled out.</li> <li>3. A schematic drawing of the property showing the location of each tree to be removed marked with the corresponding number from the Tree Removal List. If the tree is located within 5' of the property line, the City may require a letter of support from the neighboring property or a tree survey conducted by a licensed surveyor.</li> <li>4. Photo documentation of each tree. Photo must show the measurement of each tree.</li> <li>5. The City may require an arborist letter if death/disease is not evident to a layperson.</li> <li>6. Application signed by property owner AND the contractor.</li> <li>7. Written authorization from the Homeowner's Association (HOA), if applicable.</li> </ol>			

**TREE REMOVAL LIST**

TREE #	TREE SPECIES	DIAMETER (DBH)	LOCATION	REASON FOR REMOVAL	DISTANCE FROM NEAREST PROPERTY LINE?
	Oak, Pine, Dogwood, etc.	Diameter of tree at 4.5 feet from the ground (circumference ÷ 3.14)	Front yard Side yard Rear yard	Describe reason for removal	# of feet from <b>nearest</b> property line
0	Example: Pine	19" / 3.14 = <b>6 dbh</b>	Rear	Diseased	30 FT from rear
1		___" / 3.14 = ___ dbh			
2		___" / 3.14 = ___ dbh			
3		___" / 3.14 = ___ dbh			
4		___" / 3.14 = ___ dbh			
5		___" / 3.14 = ___ dbh			
6		___" / 3.14 = ___ dbh			
7		___" / 3.14 = ___ dbh			
8		___" / 3.14 = ___ dbh			
9		___" / 3.14 = ___ dbh			
10		___" / 3.14 = ___ dbh			



**Schematic drawing**

Show property lines, streets, structures and each tree to be removed. Mark the tree with the number from the Tree Removal List above.

<b>CERTIFICATION</b>	<b>Signature verifies the applicant:</b>	
	<ol style="list-style-type: none"> <li>1. Certifies that the information provided in this application is true and correct;</li> <li>2. Is the owner of legally authorized agent and/or contractor for the property;</li> <li>3. Certifies that all trees to be removed are located on the Applicant's property;</li> <li>4. Grants City staff permission to inspect trees on the property</li> </ol>	
	Property Owner Signature	Date
	Contractor Signature	Date

**REMEMBER TO ATTACH PHOTOS TO APPLICATION**