



PLANNING AND DEVELOPMENT DEPARTMENT
CITY OF HIGH POINT
PUBLIC TREE CERTIFICATE APPLICATION

DEPARTMENT USE ONLY: DATE FILED _____ UFC REVIEW DATE _____ CASE # _____

Applies to Trees on City Owned or Controlled Property

A. TREE RELATED ACTIVITY

Planting [] Maintenance [] Removal []

B. APPLICANT / CONTACT INFORMATION

1. Applicant:

Name & Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

2. Contact Person: (If Different from Applicant)

Name & Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

3. Person, Group or Company Doing Tree Related Work: (If Different from Applicant)

Name & Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

C. LOCATION WHERE TREE RELATED ACTIVITY WILL TAKE PLACE

Physical Address or Detailed Description of the Area:

D. ANTICIPATED TIMEFRAME FOR COMPLETION OF TREE RELATED ACTIVITY

E. OUTLINE THE NUMBER, TYPE AND APPROXIMATE SIZE (in DBH) OF TREES TO BE PLANTED, MAINTAINED OR REMOVED (Refer to the glossary in the City's Guidelines and Standard Practices for Trees for information about measuring DBH)

F. FOR PROJECTS INVOLVING TREE MAINTENANCE, INDICATE ISSUES TO BE ADDRESSED AND CORRECTIVE ACTIONS TO BE TAKEN

G. FOR PROJECTS INVOLVING TREE REMOVAL, INDICATE THE REASON(S) REMOVAL IS NECESSARY
(See Section D – “Tree Removal” in the City’s *Guidelines and Standard Practices for Trees*)

H. ILLUSTRATION REQUIRED

An illustration showing the following information must be submitted with this application (this is not required to be an engineered drawing and photographs may be used to show location of features):

- The location and general characteristics of trees to be planted, maintained or removed. If adequate space is not available on the illustration, a reference can be made to the information in this application.
- Existing utility easements, rights-of-way, and electric lines or other existing utilities within 30 feet of the activity area.
- Existing sidewalks, driveways, plazas, light poles, buildings, fire hydrants, road signs, fences, walls or other permanent features within 30 feet of the activity area.
- Existing trees, including their critical root zones if possible, and other existing vegetation within 30 feet of activity area.

The applicant may request assistance from the City in identifying any relevant information needed to complete the above illustration if it cannot otherwise be determined. Any questions or comments may be addressed to the Planning and Development Department at (336) 883-3328.

Deadline for Submittal

This application must be submitted to the Planning and Development at least two weeks prior to the next regularly scheduled Urban Forestry Committee meeting in order to be considered at that meeting. The Urban Forestry Committee meets on the 2nd Tuesday of each month at 1:00 p.m.

Note: In applying for this certificate the applicant acknowledges that all tree related work will be done in compliance with applicable OSHA safety standards and any other applicable city policies.

Applicant agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of granting this request. Applicant shall indemnify, defend and hold harmless the City of High Point and its officers, agents, employees and successors in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed as a result of this request. This obligation of applicant to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized as a result of this request.

I. APPLICANT’S SIGNATURE

(Print Name)

(Signature)

(Date)