



Permit Number

# APPLICATION

## CLEARING, GRADING, TREE REMOVAL

### Requirements

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable. To check the status of a permit, please email [permits@cityofkennedale.com](mailto:permits@cityofkennedale.com) and include the property address and permit type.

- Submit **THREE LABELED COPIES** of each of the following:
  - Grading Plan
  - Drainage Plan
  - SWPPP Plan
  - Tree Survey/Preservation Plan *(see next page for full requirements)*
  - Floodplain Development Permit *(If property in floodplain)*
- Contractor registered—check registration status by emailing [permits@cityofkennedale.com](mailto:permits@cityofkennedale.com).
- Completed, **legible**, signed application form.

### Applicant Information *(Serves as primary contact for this permit)*

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

### Property Owner Information

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

### Project Information

Property Address: \_\_\_\_\_

Type of Work: *(check all that apply)*  Clearing  Grading  Tree Removal

Scope of Work: \_\_\_\_\_

### Contractor Information

Contractor Name: \_\_\_\_\_

Contractor Company: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

### Applicant Agreement

*By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected and that the fee is nonrefundable.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Items Required on Tree Survey**

1. Appropriate title (for example, Tree Removal Exhibit or Tree Survey).
2. Title block, including street address, lot and block, subdivision name, city and date of preparation.
3. North Arrow, graphic and written scale in close proximity.
4. Scale at a size no larger than 1" = 100 for residential development; scale to be determined by the Landscape Administrator for nonresidential and home building activities.
5. Name, address, and phone of owner and person preparing the document.
6. Location of all right-of-way lines and public easements.
7. Location of all buildings, structures, pools, parking and other improvements which are existing or intended on the lot.
8. Areas of cut/fill with amount of each shown and flow lines shown.
9. Existing and proposed spot elevations, grades and major contours, along with existing landscaping, streams, ponds and major natural features.
10. Areas of no disturbance labeled as "No Disturbance Area." This area must be clearly marked on the plan and surrounded with protective fencing on the ground. A single incidence removal of underbrush and vines is allowed.
11. All protected trees shown individually on the plan. Two Canopy Trees six inches or greater in size and Understory Trees two inches or greater in size. Trees in close proximity that all have a caliper of less than four inches may be designated as a group of trees with quantity of quality, marginal and understory trees shown.
12. The location of protected trees must be tied by horizontal control (including dimensions from lot lines or placed through coordinates determined via survey).
13. All protected trees shown with diameter (four and one-half feet from the ground), common name and condition.
14. Any proposed replacement trees shown with caliper size, common name of tree and mature size.
15. Graphic representations distinguishing protected trees that will be saved versus those that will be removed.
16. Phasing of tree survey along with phasing of the development is permitted.

**Note:**

1. The Landscape Administrator shall have the authority to designate areas as "no disturbance" areas where a survey would not be required due to no intended construction.
2. An area may be designated as a "No Disturbance Zone" on the plan when approved by the Landscape Administrator and trees within that zone are not required to be individually identified on the plan.
3. The Landscape Administrator shall have the authority to exempt any of the above items that he/she deems to be not acceptable.

**Construction Plan Requirements**

1. The following shall be required as part of all construction plans submitted to the city when tree removal or tree protection is required during any phase of site work or construction.
2. A Tree Preservation Detail Sheet shall include the following at a minimum:
  - a. A graphics legend to be used throughout the plans for the purposes of showing the following: trees to be flagged, protective fencing, trees requiring bark protection, boring, areas of cut and fill impacting protected trees.
  - b. Graphic tree exhibit showing the features of a tree to include the critical root zone, trunk, canopy, drip line and method of diameter measurement.
  - c. Graphic exhibits showing methods of protection to include snow fences, boarded skirts and the like.
  - d. Graphic exhibits showing construction methods to include grade changes, boring, trenching and the like.
  - e. Graphic exhibit showing appropriate pruning practices.
3. All practices which will be employed in meeting the tree preservation requirements shall be shown graphically on all applicable sheets within the construction plans.

For Office Use Only		
<b>Completeness Check</b>		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached plans? (4 plans)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Sign</b> _____	<b>Date</b> _____	
<b>Planning and Zoning Review</b>		
<b>Property zoning:</b> _____		
Is property in floodplain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Sign</b> _____	<b>Date</b> _____	

**PLEASE REVIEW THIS GUIDE BEFORE COMPLETING APPLICATION ON FOLLOWING PAGES**

**City of Kennedale  
Permit Application Guide**

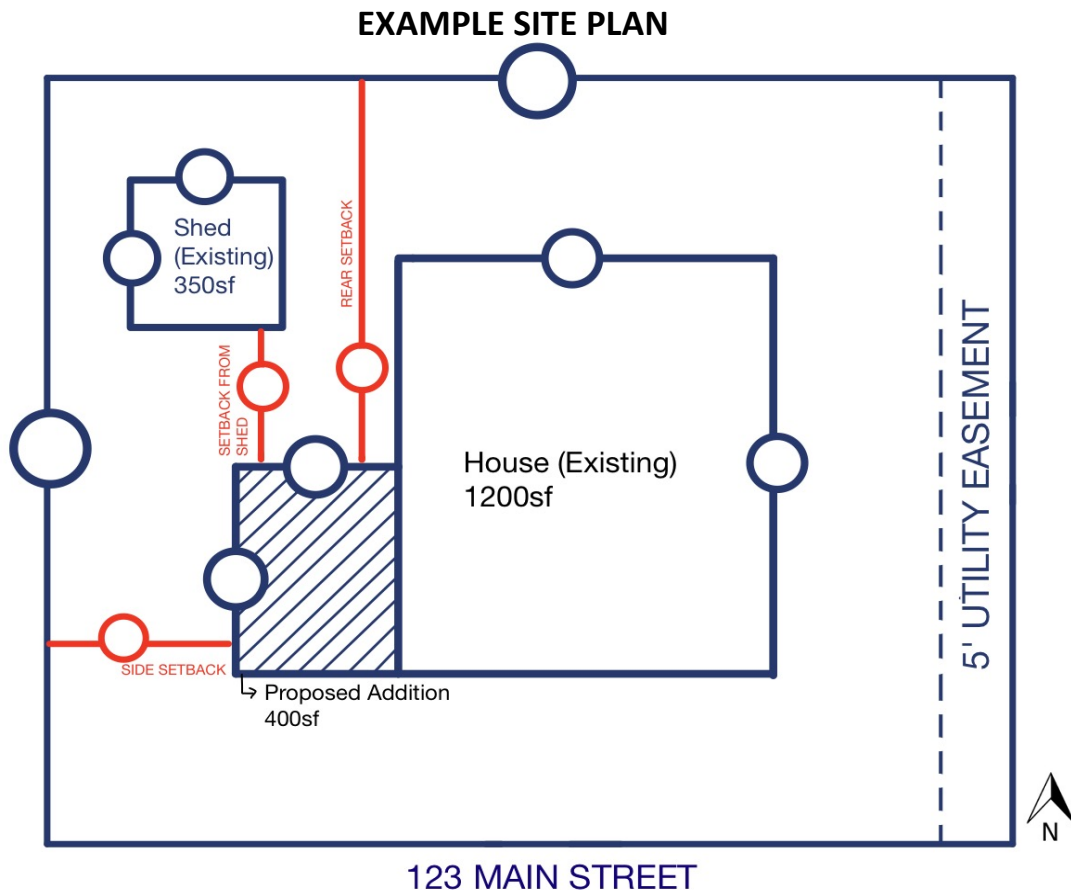
1. Visit **cityofkennedale.com/permitapplications** to download applications.
2. Review the list of requirements at the top of the application. Gather all required documents and plans to include with your application.  
*Tip: Nearly every application requires a registered contractor. It is best to take care of registration BEFORE submitting your permit application.*
3. Fill out the application completely. Please ensure no required items are left blank or missing.
4. Email completed application and all required plans and documents to [permits@cityofkennedale.com](mailto:permits@cityofkennedale.com).  
*Tip: Send these documents all together in one email to help ensure no documents or plans are missed which may delay your plan review.*
5. The applicant will receive instructions on completing payment via email. Once payment is completed, plan review will begin the following full business day.
6. The applicant will receive plan review comments and any follow-up from staff via email. Any subsequent plan review will begin the full business day following receipt of revisions.
7. Approved plans and permit will be emailed to applicant and general contractor. You may begin work as soon as you receive these items. Be sure to have your permit and approved plans available on site during all construction and inspections.
8. When ready for inspections, visit **cityofkennedale.com/InspectionRequest** and fill out the form. Next business day inspections are currently only available if requested before noon the prior business day.

<b>Plan Review Turnaround Times</b>		
<b>Project Type</b>	<b>First Plan Review</b>	<b>Subsequent Reviews</b>
Small Residential Projects*	5 business days	5 business days
Residential Projects	10 business days	5 business days
Multi-family Projects	10 business days	5 business days
Commercial Projects	10 business days	5 business days
Commercial Building Permit	10 business days	5 business days
Large Commercial (\$20M+ valuation)	20 business days	10 business days
Engineering Review**	20 business days	10 business days
Day 1 = First full business day after receipt of plans and all supporting documents		
*Includes single-lot fences, simple accessory structures under 300sf (no MEP work)		
**Engineering Review required in clearing, grading, tree removal, large commercial, retaining walls 4ft+, multifamily		

## City of Kennedale Site Plan Guide

Site plans display a top-down aerial view of a property and are used to show the placement of existing and proposed structures, fences, pools, etc. A site plan is required for most permit applications because staff must ensure your project can safely, legally be placed where you plan to build it. If you have never created a site plan before, follow this guide to make your own.

1. Obtain a copy of your survey. If you do not have a survey, you can either take a screenshot of your property using Google Maps Satellite view or you can hand draw a site plan to scale.
2. Draw the boundaries of the entire property (please be sure to outline the property if you are using a Google Maps screenshot). Label the dimensions of the property lines.
3. Draw and label all existing and proposed structures (house, sheds, pools, etc). Label dimensions on all existing and proposed structures. (For fences, use a red line with Xs: **x-x-x-x-x**)
4. Label the setbacks (distance from property lines and any surrounding structures) of the proposed structure.
5. Label adjacent streets and any easements. Add a compass to indicate direction.



Above site plan is an example only and should NOT be used as a site plan for your project. Circles represent measurements that must be labeled on a site plan.