

Borough of Doylestown

Department of Building and Zoning Permit Application for Tree Removal

Background:

Trees are a natural resource and improve air quality, lower air temperature, reduce storm water runoff, raise property values, and contribute to the aesthetics of neighborhoods within the Borough of Doylestown. As such, the Borough of Doylestown has a Tree Removal Ordinance that regulates the removal of trees within in the Borough. This ordinance requires that prior to removal of any protected tree; the property owner shall acquire a Tree Removal Permit from the Department of Building and Zoning, located at 10 Doyle Street. There is a \$15 fee for this permit.

When A Tree Removal Permit is Required:

A Tree Removal Permit is required to remove any protected tree. Protected trees are defined as:

Any deciduous tree 6 inch or greater DBH.

Any evergreen tree 6 inches or greater DBH.

Any ornamental or unique species or quality tree 5 inches or greater in diameter measured at 6 inches above the ground.

Dead and damaged tree removal requires a permit unless emergency removal is authorized by the police, the fire department, or Borough staff.

A permit is not required to remove Sumac, Box Elder, Sassafras, or Ailanthus trees.

Process:

1. Complete the Tree Removal Permit Application and bring to the Borough Zoning and Planning Office at 10 Doyle Street with a check for \$15.00 made payable to Doylestown Borough.
2. The Shade Tree Commission is held the 2nd Tuesday of each Month. **Applications must be received by the 1st Tuesday of the Month in order for it to appear on the Agenda.**
3. The staff will accept your completed permit application and advise you when the next shade tree commission meeting will occur and if you need to appear at the meeting.
4. The Borough Arborist will visit the site and inspect the tree(s) proposed for removal.
5. The Shade Tree Commission will review the removal request at the monthly meeting. You should plan on attending in case the committee has questions.
6. The Shade Tree Commission will make a recommendation on approval of the permit and the Zoning and Planning officer will make a decision to grant or deny the permit based on the recommendation.
7. If you are not present at the meeting you will be notified of the outcome of the application with in two days of the meeting.
8. If the Tree Removal Permit is approved, the applicant must post the permit on-site during the removal of the tree.

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Hours of Operation
Monday - Friday
8:30 a.m. – 4:30 p.m.

PROPERTY INFORMATION:

Property Address: _____	
Property Owner Name: _____	Owner Phone: _____
Property Owner Address: _____	
Email Address: _____	

TREE REMOVAL CONTRACTOR'S INFORMATION:

Company Name: _____	Phone: _____
Company Address: _____	Email: _____
Contact Name: _____	Contact Phone: _____
If Owner is doing the work complete Affidavit of Exemption from Proof of Worker's Compensation Form	

DESCRIPTON OF WORK:

Number of Trees: _____	Age of Tree(s): _____	Diameter of trunk(s) in inches: _____
Type of Tree(s): _____		
Health/ Condition of trees: _____		
Why do you want to remove tree(s) (IF DEAD OR HAZARD PLEASE ATTACH PICTURES)		

Location of tree(s)		

APPLICATION PROCESSING RECORD (Borough Office Use Only)

Amount Paid: _____	Date: _____	Check Number: _____
Payor: _____	Received by: _____	
Date of STC Review: _____	Applicant Present: Yes No	Zoning Officer Signature: _____
Permit is: Granted Denied Other: _____	Reason: _____	
Comments/Conditions: _____		

Applicant notified by: _____	On Date: _____	
Permit Number Issued: _____	On Date: _____	

- Do not begin work until you have a permit . Removal of a protected tree with out a permit may subject you to a fine of up to \$600.
- Complete Site Plan an attach.

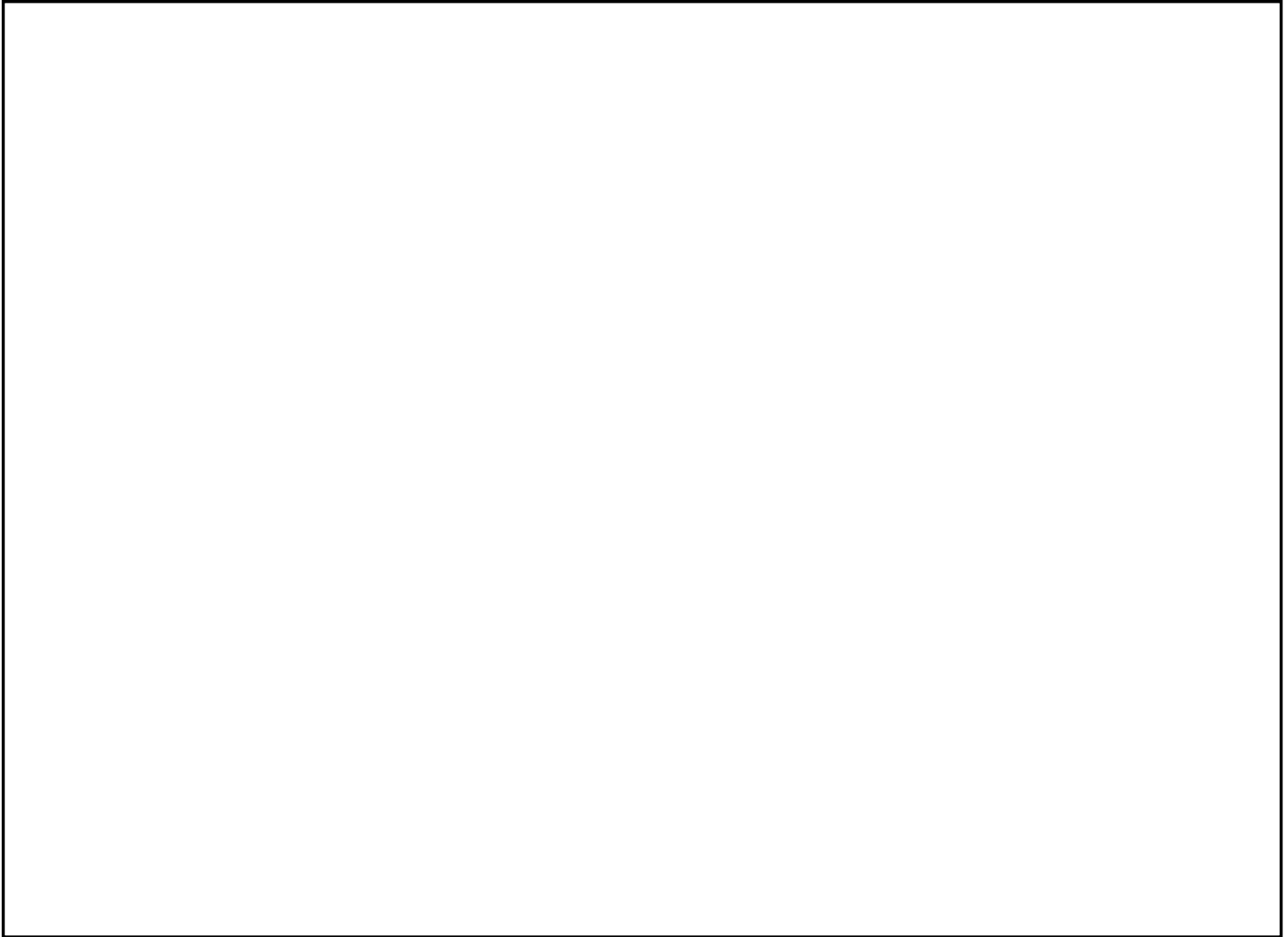
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SITE PLAN

Top Down View of Property

- Include tree(s) to be removed, buildings, existing structures, fence, gates, driveways and frontage street



- In order to process a Tree Removal Permit application, the Borough Arborist and Planning staff must enter your property. By applying for a Tree Removal Permit, you are consenting to an on-site inspection.

Applicant Signature:	Date:
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