



Tree Permit Application

City of Westworth Village – Permits Department: 817-710-2505
311 Burton Hill Rd., Westworth Village, TX 76114

Permit Date: _____

Owner: _____ Phone #: _____

Contractor: _____ Phone #: _____

Project Address: _____

Project Description (new construction or addition)

Two (2) sets of a detailed tree survey/ tree protection plan, landscape plan and an original application must be submitted.

Type (check all that are applicable):

- Tree Removal
- Tree Transplanting
- Installation of New Landscaping
- Tree Trimming
- Other (Describe) _____

Work authorized by this permit shall begin within fifteen (15) days from date issued or the application must be resubmitted. Permit shall be valid for ninety (90) days after the issue date on the permit. Permits which are issued in conjunction with a building permit or a site plan approval shall be valid for the same time frame as such permits are valid.

Tree protection fencing shall be erected before commencement of any construction, grading, or filing.

Start Date: _____ Estimated Completion Date: _____

The following is to have an original signature of the property owner. A letter of authorization for access may be accepted in lieu of the following:

I hereby grant the City of Westworth Village or their designated agent access to the property to verify survey conditions, inspect work, verify "AS-BUILT" conditions and/or any other type of observation as may be required in conjunction with the construction of the project or work described in this permit.

Owner's Signature

Date

Owner's Name (Print)

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- Application Received by: _____ Date: _____
- Application Payment Received by: _____ Date: _____
- Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____
- Routed to Community Development Department by: _____ Date: _____

B. COMMUNITY DEVELOPMENT DEPARTMENT

- Application Approved Application Denied Signature: _____ Date: _____
- Reason for Denial: _____

If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.

- Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

C. PERMITS DEPARTMENT

- Permit Created by: _____ Date: _____
- Permit # Issued: _____ Permit & Application Scanned into Tyler Content Manager
- Permit Mailed to Applicant by: _____ Date: _____

D. CITY SECRETARY

- Denial Notice Mailed to Applicant & Copied to Application by: _____ Date: _____

E. RECORDS DEPARTMENT

- PW5250-10a – Applications for which permit granted – Keep application for 5 years.
- PW5250-10b - Applications for which permit *not granted* – Keep application for 1 year.