



Urban Forestry Permits

An Urban Forestry Permit is required for, but not limited to:

- New construction that requires a building or grading permit.
- Building expansions or additions that are >3,000 SF or 30% of the existing structure.
- Clearing, Grading, and/or Paving including construction or reconstruction of a parking lot, or other flatwork or land disturbance.
- Filling, if fill is to be placed within 50' of existing trees.
- Sites to be used for urban agriculture.
- Public projects requiring removal of trees 6" or larger in diameter-at-breast-height (DBH).
- Change of use from one- or two-family residential to any other use.
- Removal of multiple trees that measure 6" DBH or larger.

Exemptions:

- Construction or reconstruction of a single one- or two-family residence located on a lot that is one acre or less in size, if common ownership of lots within the platted block is less than one acre.
- Development within a Designated Design District.

Submittal:

- Online submittal required: <https://aca-prod.accela.com/CFW/Default.aspx>

For more information:

- Visit <https://www.fortworthtexas.gov/departments/development-services/zoning/urbanforestry>
- Email urbanforestry@fortworthtexas.gov
- Contact urban forestry staff at 817-392-7933 or -2328
- An Excel Calculations Worksheet to facilitate calculations is available on the Urban Forestry Webpage or by request to the email address above.





Tree Preservation and Protection

- Specify if using Preservation Method "A" (all species) or Method "B" (protected species only). If existing canopy calculations for Method "A" are based on aerial photographs, you must still do a ground survey for significant trees. If using Method "B", an on-site tree survey noting the location, inches in diameter-at-breast-height (DBH), species, and canopy coverage in square-feet (SF) for each protected species tree 6" DBH or greater must be provided.
- A **Significant Tree Table** must be provided that includes the species, DBH, canopy SF, and general condition of all significant trees. Mitigation methods must be specified for those to be removed. **Significant trees must be identified and clearly labeled on all site plans.**
- Tree protection may be shown on the Phase 1 (existing conditions) plan or submitted as a separate Tree Protection Plan. The Phase 1 Plan must show all existing canopy (designated as preserved or removed), delineate the locations of protective fencing, and include a tree protection detail in accordance with the urban forestry ordinance requirements (Section 6.302.D). **Plans must specify chain-link fencing for significant trees.**
- When tree diameter is available, plans should delineate protective fencing at **1 foot per diameter inch**. Otherwise it must be shown at or beyond drip line of existing trees.
- **Tree protection must remain in place throughout construction**, unless urban forestry staff has authorized work within a protected area. In this case, plans must indicate that all fine grading is to be done by hand, no heavy equipment or material storage is allowed in protected area, and that fencing is to remain in place when not actively working in protected area.
- Preserved trees must be shown on Phase 2 (developed conditions) plans. Tree protection should be shown on developed plans to prevent encroachment into critical root zones by landscape beds or other proposed development.

Tree Inspections

- Every project will be assessed a \$56.25 final inspection fee. Projects with preserved trees will be assessed an additional \$56.25 pre-grading inspection of tree protection fee. Additional inspections, including re-inspections, will be billed at \$56.25 per inspection.
- Following staff approval of the Phase 1 Plan, the applicant must notify urban forestry staff or submit an inspection request through Accela to schedule tree protection inspections.

Building and Grading Permits

Urban forestry permits must be approved before associated building or grading permits will be issued. To expedite the review process, please ensure that you comply with the following:

- **Grading Permits:** Ensure that grading plans are consistent with tree preservation shown on the approved-stamped Urban Forestry Phase 1 Plan. Include tree protection on demolition, grading and erosion control sheets to avoid conflicts between the two permits.
- **Building Permits:** You must include a copy of the approved-stamped Urban Forestry Phase 1 & 2 Plans in the compiled plan set.

FORT WORTH®

Urban Forestry Plan Checklist

Note: The following plan checklist is provided as a service to applicants in order to expedite review by the department. All plans submitted for review are to include a copy of the checklist, calculations, and signed Certification. Submittals made that do not include these items or required plans will be marked as incomplete and will not be routed for review until required elements have been submitted.

A. REQUIRED EXHIBITS (pdt)

- 1. Phase 1 (Existing Conditions) Plan, including, easements, right-of-way, significant trees, and tree protection detail and delineation.
- 2. Phase 2 (Proposed Development) Plan, including easements, right-of-way, preserved existing canopy, and proposed structures/parking and plantings.
- 3. Copy of Plat or Horizontal Control Plan. An Approved/Recorded copy of the Final Plat is required for Urban Forestry Phase 2 Plan approval.

Note: Phase 1 and 2 plans may be combined if all required elements can be clearly shown on one plan.

B. PLAN FACE ITEMS

PI	PII	Note: PI (Phase One) – Existing Conditions Plan	PII (Phase Two) – Development Plan
<input type="checkbox"/>	<input type="checkbox"/>	1.	Land owner, developer, and preparer names/addresses/phone numbers/other contact info
<input type="checkbox"/>	<input type="checkbox"/>	2.	Project name (lower right comer)
<input type="checkbox"/>	<input type="checkbox"/>	3.	Project address (existing or temporary) or legal description of property
<input type="checkbox"/>	<input type="checkbox"/>	4.	Vicinity map outlining location with North arrow
<input type="checkbox"/>	<input type="checkbox"/>	5.	Plan scale (acceptable options: 1 inch= 10,20,30,40,50, or 60 feet)
<input type="checkbox"/>	<input type="checkbox"/>	6.	Graphic plan scale & North arrow.
<input type="checkbox"/>	<input type="checkbox"/>	7.	Corporate City Limits line (if adjacent to property)
<input type="checkbox"/>	<input type="checkbox"/>	8.	Date of preparation and any revisions. (lower right comer of plan)
<input type="checkbox"/>	<input type="checkbox"/>	9.	All adjacent or interior street names (existing or proposed)
<input type="checkbox"/>	<input type="checkbox"/>	10.	Plat name and number
<input type="checkbox"/>	<input type="checkbox"/>	11.	Legal Lot or Artificial Lot boundaries (clearly labeled) with declared measurements
<input type="checkbox"/>	<input type="checkbox"/>	12.	Scaled depiction of all existing structures and paving
<input type="checkbox"/>	<input type="checkbox"/>	13.	Scaled depiction of all existing structures/paving to remain and proposed new structures/paving
<input type="checkbox"/>	<input type="checkbox"/>	14.	All existing or proposed regulated utility and drainage channel easements labeled per the plat
<input type="checkbox"/>	<input type="checkbox"/>	15.	Individual <i>Existing Tree locations</i> and/or outline of tree canopy
<input type="checkbox"/>	<input type="checkbox"/>	16.	Individually labeled <i>Significant Tree locations</i>
<input type="checkbox"/>	<input type="checkbox"/>	17.	Individual locations of all <i>new tree plantings</i>
<input type="checkbox"/>	<input type="checkbox"/>	18.	<i>Existing Tree Legend with separate Significant Tree Calculations:</i> tree #; species; dbh; canopy area; removed/preserved status; totals (Tables 2 & 3)
<input type="checkbox"/>	<input type="checkbox"/>	19.	<i>New Tree Legend:</i> species; caliper; quantity
<input type="checkbox"/>	<input type="checkbox"/>	20.	Sheet Key if multiple sheets
<input type="checkbox"/>	<input type="checkbox"/>	21.	Calculations from Pages 6 and 7 of this application (Table 1)
<input type="checkbox"/>	<input type="checkbox"/>	22.	Tree protection detail and delineation.



**LETTER OF AUTHORIZATION FOR URBAN FORESTRY PERMIT
REPRESENTATION**

I (PRINT OWNER'S NAME) _____ CERTIFY THAT I AM
THE CURRENT OWNER OF THE PROPERTY DESCRIBED BELOW AND HEREBY GRANT AUTHORITY TO
(NAME) _____ TO ACT ON MY BEHALF
IN MAKING APPLICATION AND SUBMITTING TO THE CITY OF FORT WORTH, TEXAS, A REQUEST FOR AN
URBAN FORESTRY PERMIT FOR THE FOLLOWING PROPERTY:

(CERTIFIED LEGAL DESCRIPTION)

ACKNOWLEDGEMENTS:

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now, or will be, fully prepared to carry out the Urban Forestry Plan as approved should the above representative or their agents fail to do so, or if the property is sold, I will make the new owner and their representatives fully aware of the approved Urban Forestry Plan and the requirements that run with the land. I further certify that I have read and understand the information provided concerning the procedure for consideration of my Urban Forestry Permit request as well as Section 6.302 of the City of Fort Worth Comprehensive Zoning Ordinance concerning the overall Urban Forestry regulations.

I understand that acceptance of an Urban Forestry Permit application does not guarantee that the City will issue the permit unless it is in compliance with all applicable codes, laws, and regulations and all fees have been paid.

I understand that once approved, this permit will expire and become invalid on the fifth anniversary of the approval date if either no progress has been made toward implementation of the plan or the project scope and configuration changes prior to tree removal or site disturbance. I understand that should progress toward implementation, tree removal, or site disturbance occur, the approved permit will not expire until the warranty period for new and preserved trees has ended or a new permit and plan are submitted and approved subject to conditions of the original permit. I understand that an approved plan will run with the land until is revised and replaced with another approved plan under this or another Urban Forestry Permit. I understand that warranty for new and preserved trees begins once the last building is complete and receives a certificate of occupancy or when all improvements shown on the plan have been completed, whichever is the later date.

I further authorize my representative to act as my agent, if needed, before the Urban Design Commission during any appeal hearings. I understand that if I am not present or represented at a public hearing for an appeal of any requirements of Section 6.302, the Urban Design Commission may deny the request.

THIS AUTHORIZATION WILL REMAIN IN FORCE UNLESS REVOKED BY WRITTEN NOTICE.

OWNER'S SIGNATURE: _____

OWNER'S NAME (printed) _____

ADDRESS and ZIP _____

TELEPHONE: _____ EMAIL: _____



**Application for Urban Forestry Permit
(Complete all information listed below)**

Date Rec'd :
UFC # :

Check one

<input type="checkbox"/> Residential (1&2 Family)	<input type="checkbox"/> Industrial	<input type="checkbox"/> MU/UR Zoning	<input type="checkbox"/> Public Project
<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Multi-Family

Select Preservation Method If Applicable To Site

<input type="checkbox"/> Method Option 'A'	<input type="checkbox"/> Method Option 'B'	<input type="checkbox"/> No trees on site
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Project Name: _____	Building Permit #: _____	<input type="checkbox"/> Trees to be removed from site
	Final Plat #: _____	<input type="checkbox"/> No trees to be removed from site

Site Street Address and/or Legal Description of Property (Lot, Block, Subdivision):

Applicant (Developer/Sub-divider)	
Printed Name: _____	Phone: _____
Signature: _____ Date: _____	Fax: _____
Address: _____	Email: _____
City, State & Zip: _____	

Agent Or Consultant Representing Applicant	
Printed Name: _____	Phone: _____
Address: _____	Fax: _____
City, State & Zip: _____	Email: _____

Record Owner of Property (if different from Applicant)	
Printed Name: _____	Phone: _____
Address: _____	Fax: _____
City, State & Zip: _____	Email: _____
NOTE: An Approved Urban Forestry Plan/Permit will run with the land and can only be amended by the Urban Design Commission (Urban Forestry Ordinance No. 18615)	

County: _____	Gross Site Area or Artificial Lot (Sq Ft): _____	Acreage: _____
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Applicant's Certification

I, the undersigned, hereby certify that the attached plans and data are correct and complete to the best of my knowledge and ability. I understand that if any of the required items are deemed missing from the submittal, the plan will be marked as incomplete and not routed for review. My client is aware of these criteria and will accept all responsibility for delays due to the incomplete submittals. I am enclosing an explanation for each item which I feel is not required and therefore, has not been included in the submittal package.

Applicant signature

Date

Table 1: Urban Forestry Requirement Calculator

Permit #:

A Existing Site Information		Calculation	Square Feet	Acres
1	Gross area of property (or artificial lot) ¹	→		
2	Area of public utility easements & ROW dedication ²	→		
3	Net Urban Forestry Area (applicable to tree requirements)	$A_1 - A_2$		
4	Area of parking (single/two-family are exempt) ³	→		
5	Existing tree canopy area ⁴	→		

B Significant Trees (Must Use Tables 2 & 3)⁵		Calculation	Square Feet	DBH
1	All Post Oaks/Blackjack Oaks ≥ 18" dbh	(complete Table 3)		
2	All other trees ≥ 27" dbh (regardless of species or location)	(complete Table 3)		
3	Total of significant trees to be preserved	(complete Table 3)		
4	Significant tree preservation credit	$D_3 \text{ ft}^2 \times 0.5$		
5	Total of significant trees to be removed	(complete Table 3)		

C Significant Tree Removal Mitigation Options (Must Use Tables 2 & 3)⁵			Square Feet	\$
1	Additional Tree Preservation	(complete Table 3)		
2	Additional Tree Planting	(complete Table 3)		
3	Pay Into Tree Fund	(complete Table 3)		

D Mitigation For Loss Of Preserved Trees (Reserved for City Staff Use)⁶		Calculation	Square Feet	\$
1	Increase min. planting & required site canopy 5X tree area	(from Table 2&3)		
2	Penalty for non-approved tree removal or lack of required protection	(from Table 2&3)		

E Site Canopy Requirements		Calculation	Square Feet	Acres
1	Land Use - base requirement ⁷	$A_3 \times \%$		
2	Add 5% for preservation method B ("protected trees")	$A_3 \times .05$		
3	Mitigation for significant tree removal ⁵ (plant/preservation)	$C_1 + C_2$		
4	Mitigation for dead/declining/damaged "preserved trees" ⁶ (plant)	D_1		
5	Total required canopy coverage for site	$E_1 + E_2 + E_3 + E_4$		
6	Required canopy within or adjacent to parking areas ³	$A_4 \times 0.40$		

F Preservation of Existing Canopy		Calculation	Square Feet	Acres
1	Preservation requirement (25%) ⁸	$A_5 \times 0.25$		
2	Additional preservation option to mitigate significant trees	C_1		
3	Total preservation requirement	$F_1 + F_2$		
4	Area of existing canopy preserved	→		
5	Preservation balance	$F_4 - F_3$		
6	Preserved non-protected tree canopy (Method B Only)	(from Table 2&3)		
7	Total preservation credit toward planting	$B_4 + F_4 + F_6$		

G Option to Give Existing Trees More Canopy Credit (Must Use Table 4)⁹		Calculation	Square Feet	Acres
1	Total existing canopy of trees being considered	(complete Table 4)		
2	Total potential canopy credit of trees being considered	(complete Table 4)		
3	Total Spacing Deduction	(complete Table 4)		
4	Total net gain in canopy credit (will be applied toward overall site credit)	$G_2 - G_1 - G_3$		

H New Tree Planting		Calc.	Qty	Square Feet	Acres
1	Required tree planting	$E_5 - F_6 - G_5$			
2	Large canopy trees: 2000 ft ² per tree at 40ft or greater spacing	2000 x			
3	Medium canopy trees: 700 ft ² per tree at 25ft or greater spacing	700 x			
4	Small canopy trees: 100 ft ² per tree at 8ft or greater spacing	100 x			
5	Subtotal (deduct for spacing below)	$H_2 + H_3 + H_4$			
6	Deductions for spacing ¹⁰	Size/Spacing (ft)	Deduct x	Qty	Total ft ²
<p style="text-align: center;">New Trees</p> <p style="text-align: center;">*Deduct per spacing and not per tree.</p> <p style="text-align: center;">*For mixed size spacing use the smaller tree size's deduction.</p>		Lg	35	175	
		Lg	30	350	
		Lg	25	575	
		Lg	20	800	
		Lg	15	1,025	
		Med	20	75	
		Med	15	200	
		Med	10	350	
7	Total Spacing Deduction	Sum H ₆ totals			
8	Total Planting (includes spacing deductions)	$H_5 - H_7$			

I Tree Canopy For Parking Areas³		Calculation	Square Feet	Acres
1	Required canopy within or adjacent to parking areas	E_6		
2	Area of canopy coverage being provided for parking	→		
3	Excess/deficient parking canopy	$I_2 - I_3$		

J Fulfillment Of Overall Site Tree Canopy		Calculation	Square Feet	Acres
1	Total required canopy coverage for site	E_5		
2	Provided canopy coverage	$F_7 + G_4 + H_8$		
3	Excess/deficient overall canopy	$J_2 - J_1$		

K Payment in lieu of planting (public projects only)¹¹		Calculation	Square Feet
1	Required trees to meet requirement	$J_3 \div 2,0000$	
2	Pay into Tree Fund	$K_1 \times \$600$	

^(x)Footnotes:

- 1 For multi-family and MU-1/2, "Gross area of Open Space" should be used. See Zoning ordinance for definition of open space.
- 2 The area of easements for utilities regulated by the Public Utility Commission and/or Texas Railroad Commission are always considered exempt. The area for other easements like access, fire lane, or surface-level drainage are not considered exempt. For multi-family and MU-1/2, only deduct exempt easements located within open space. For new public schools, refer to "Development Guide - School Sites" as to what can be deducted. Please consult staff if unsure.
- 3 To count trees towards parking coverage requirements, a minimum and maximum distance from the edge of parking must be achieved. The minimum distance is 4 ft for any tree, the maximum distance is 15 ft for large trees, 10 ft for medium trees, and 7 ft for small trees. Single-family and two-family uses are exempt from this requirement. (Any tree located within these dimensions will be given full credit for parking coverage.)
- 4 Do not include trees in utility easements or dedicated ROW. Applicants can count tree canopy that overhangs the property line as long as the trunk is within the subject property. If Method B is being utilized for preservation, Tables 2 & 3 must be completed.
- 5 Removed significant trees must be mitigated regardless of species. Removed significant trees located within exempt areas like utility easements (UE) or proposed right-of-way (ROW) or that are in poor health and no longer viable (DDH) should be marked with the appropriate exclusion in Table 3 so that mitigation is properly calculated. Preserved significant trees receive a 50% bonus towards the final canopy requirements.
- 6 "Preserved" trees that die, decline beyond reasonable means of correction, or become hazards due to site work, construction, or lack of care and protection will require mitigation via planting at five times the canopy area of the tree(s) at time of permit approval. Planting will be in addition to the overall required canopy. If the condition is determined to be due to a lack of or inadequate tree protection between permit application and project completion, whether from intention or neglect, a penalty of \$300 per DBH inch or \$7.50 per canopy ft² (double those for significant trees) may be assessed and will be in addition to replacement trees. This may also result in a citation for a misdemeanor. Any trees that are removed without prior review and approval, even if they are dead, declining, or damaged, will be assessed the additional monetary penalty and issued a citation if proof of the condition cannot be furnished and accepted.
- 7 Land Use specific requirements detailed in § 6.302(e).

One/Two-family residential - 40%	New subdivision - 25%	Multi-family/MU-1/MU-2 - 50% (open space)
Commercial/Institutional - 30%	Industrial - 20%	Urban Residential - 5%
Parking Only - 40%	Public Project - 30%	
- 8 Properties that are one acre or less are exempt from the preservation requirement. If the applicant is seeking a Phase One-Only permit, the preservation requirement is 50%.
- 9 Table 4 of the calculations must be utilized for this section. Since some existing trees planted under an approved Urban Forestry Phase 2 Plan may not have developed the canopy area of the credit previously awarded to them, there is an option to calculate and receive credit for the difference. The trees being awarded this credit must be numbered and marked on the plan, and identified in a table with a corresponding number, species name, dbh, and individual canopy area. Spacing deductions apply between both existing trees given new tree credit and between them and new trees. Contact staff for assistance with Table 4.
- 10 Spacing deductions account for the future overlap of tree canopy based on full canopy area credit. Deductions will be rounded to the nearest five foot increment. Allowance is made for some non-deducted overlap at each increment. Deductions should be counted per spacing, not per tree. When the deduction is being calculated between two trees with different size classifications, use the deduction for the smaller of the two sizes.
- 11 Public projects may elect to mitigate required canopy coverage through payment into the Tree Fund at a rate of \$600 per required tree.

Large Trees	Site Credit	Spacing	Notes	Species
Pecan	2,000 sqft	40 ft	#	<i>Carya illinoensis</i>
Deodar Cedar	2,000 sqft	40 ft		<i>Cedrus deodara</i>
Green Ash	2,000 sqft	40 ft		<i>Fraxinus pennsylvanica</i>
Southern Magnolia	2,000 sqft	40 ft	#	<i>Magnolia grandiflora</i>
Bur Oak	2,000 sqft	40 ft	*	<i>Quercus macrocarpa</i>
Chinquapin Oak	2,000 sqft	40 ft		<i>Quercus muhlenbergii</i>
Shumard Oak	2,000 sqft	40 ft	#	<i>Quercus shumardii</i>
Texas Red Oak	2,000 sqft	40 ft		<i>Quercus buckleyi</i>
Live Oak	2,000 sqft	40 ft	*	<i>Quercus virginiana</i>
American Elm	2,000 sqft	40 ft		<i>Ulmus americana</i>
Cedar Elm	2,000 sqft	40 ft	*	<i>Ulmus crassifolia</i>
Lacebark Elm	2,000 sqft	40 ft		<i>Ulmus parvifolia</i>
Medium Trees	Site Credit	Spacing	Notes	Species
Caddo Maple	700 sqft	25 ft	*	<i>Acer barbatum var. Caddo</i>
Bigtooth Maple	700 sqft	25 ft	*	<i>Acer grandidentatum</i>
Common Persimmon	700 sqft	25 ft		<i>Diospyros virginiana</i>
Texas Ash	700 sqft	25 ft		<i>Fraxinus texensis</i>
Ginkgo	700 sqft	25 ft		<i>Ginkgo biloba</i>
Kentucky Coffeetree	700 sqft	25 ft		<i>Gymnocladus dioicis</i>
Eastern Red-Cedar	700 sqft	25 ft	*	<i>Juniperus virginiana</i>
Golden Raintree	700 sqft	25 ft		<i>Koelreuteria paniculata</i>
Eldarica (Afghan) Pine	700 sqft	25 ft	*	<i>Pinus eldarica</i>
Italian Stone Pine	700 sqft	25 ft		<i>Pinus pinea</i>
Chinese Pistache	700 sqft	25 ft	*	<i>Pistacia chinensis</i>
Honey Mesquite	700 sqft	25 ft	*	<i>Prosopis glandulosa</i>
Blackjack Oak	700 sqft	25 ft	*	<i>Quercus marilandica</i>
Monterrey (Mex. White) Oak	700 sqft	25 ft	*	<i>Quercus polymorpha</i>
Western Soapberry	700 sqft	25 ft	*	<i>Sapindus drummondii</i>
Pond Cypress	700 sqft	25 ft		<i>Taxodium ascendens</i>
Bald Cypress	700 sqft	25 ft	*	<i>Taxodium distichum</i>
Small Trees	Site Credit	Spacing	Notes	Species
Japanese Maple	100 sqft	8 ft	#	<i>Acer palmatum</i>
Common Button-bush	100 sqft	8 ft		<i>Cephalanthus occidentalis</i>
Redbud	100 sqft	8 ft	*	<i>Cercis canadensis</i>
Desert Willow	100 sqft	8 ft	*	<i>Chilopsis linearis</i>
Rough-leaf Dogwood	100 sqft	8 ft	#	<i>Cornus drummondii</i>
Texas Persimmon	100 sqft	8 ft	*	<i>Diospyros texana</i>
Carolina Buckthorn	100 sqft	8 ft	#	<i>Frangula caroliniana</i>
Yaupon Holly	100 sqft	8 ft	*	<i>Ilex vomitoria</i>
Deciduous Holly	100 sqft	8 ft		<i>Ilex decidua</i>
Creape Myrtle	100 sqft	8 ft	*	<i>Lagerstroemia indica</i>
Mexican Plum	100 sqft	8 ft	*	<i>Prunus mexicana</i>
White Shin Oak	100 sqft	8 ft	*	<i>Quercus sinuata var. breviloba</i>
Flameleaf Sumac	100 sqft	8 ft	*	<i>Rhus lanceolata</i>
Eve's Necklace	100 sqft	8 ft	*	<i>Sophora affinis</i>
Mexican Buckeye	100 sqft	8 ft	*	<i>Ungnadia speciosa</i>
Rusty Blackhaw	100 sqft	8 ft		<i>Viburnum rufidulum</i>

* Drought tolerant species

Not recommended for parking lots or high heat areas