



## 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 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 feet of existing trees.
- Sites to be used for urban agriculture.
- Public projects requiring removal of trees 6" or larger in diameter.
- Change of use from one- or two-family residential to any other use.
- Removal of trees that measure 6" diameter or greater at 4.5 ft. above the ground.

### Exemptions:

- Construction or reconstruction of a single one- or two-family residence located on a lot that is less than one acre 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://aaapps.fortworthtexas.gov/CitizenAccess/Default.aspx>

### For more information:

- Visit [fortworthtexas.gov/developmentservices/UrbanForestry](http://fortworthtexas.gov/developmentservices/UrbanForestry)
- Email [urbanforestry@fortworthtexas.gov](mailto:urbanforestry@fortworthtexas.gov)
- Contact urban forestry staff at 817-392-7933 or -7931
- An Excel Calculations Worksheet to facilitate calculations is available by request, submitted to email address listed 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”, you must delineate all existing canopy, provide species classification of existing non-protected canopy, and identify all significant trees regardless of species.
- A **Significant Tree Table** must be provided, including dbh and canopy sf of all significant trees. Mitigation method 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. 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 Protection Inspections

- Pre-grading inspection is required prior to issuance of urban forestry or grading permits on projects with preserved trees. A \$100 inspection fee will be assessed to cover pre- and post-grading inspections of tree protection. Additional inspections, including re-inspections, will be billed at \$50 per inspection.
- Following staff approval of proposed tree protection, applicant must notify urban forestry staff or submit online request 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:

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



## 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 (pdf)

- 1. Phase 1 (Existing Conditions) Plan, including easements, right-of-way, and tree protection detail and delineation.
- 2. Phase 2 (Proposed Development) Plan, including easements, right-of-way, and tree protection delineation.
- 3. Copy of Plat or Horizontal Control Plan unless applying for Phase 1 permit only.

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

PI	PII	Note: PI (Phase One) – Existing Conditions Plan	PII (Phase Two) – Development Plan
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### B. PLAN FACE ITEMS

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <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 corner)  |
| <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 ( <b>if adjacent to property</b> )  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Date of preparation and any revisions. (lower right corner 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 ( <b>clearly labeled</b> ) 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 |
| <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 2 and 3 of application  |
| <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):

<b>Applicant (Developer/Sub-divider)</b> Printed Name: _____ Signature: _____ Date: _____ Address: _____ City, State & Zip: _____	Phone: _____ Fax: _____ Email: _____
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<b>Agent Or Consultant Representing Applicant</b> Printed Name: _____ Address: _____ City, State & Zip: _____	Phone: _____ Fax: _____ Email: _____
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<b>Record Owner of Property (if different from Applicant)</b> Printed Name: _____ Address: _____ City, State & Zip: _____	Phone: _____ Fax: _____ Email: _____
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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



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

I (PRINT OWNER'S NAME) \_\_\_\_\_ CERTIFY THAT I AM THE CURRENT OWNER OF THE PROPRTY 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:

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**OWNER'S SIGNATURE:** \_\_\_\_\_

OWNER'S NAME (printed) \_\_\_\_\_

ADDRESS and ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Use the following tables:

\*\*\*\* If **Significant Trees** on site, complete chart on page 3 first.

<b>Net Urban Forestry Area (phase 1 and 2)</b>		<b>Calculation</b>	<b>Square Feet</b>	<b>Acres</b>
A	Gross area of property (or artificial lot)	→		
B	Regulated utility easements and other deductible areas	→		
C	Net Urban Forestry Area	<b>(A-B)</b>		
<b>Required Tree Canopy Area (phase 2)</b>				
D	Minimum Canopy Coverage Requirement : Commercial/Institutional/Public Project (30%) Industrial (20%) Agricultural (0%) Urban Ag (30%) Residential (40%)/ New Subdivision Option (25%) Multifamily (50% of open space requirement) Mixed Use/Idcp/Tgulf gpvcnZoned site (5%+	<b>C x %</b>		
E	Additional 5% if using preservation method B ("protected trees")	<b>(C x .05)</b>		
F	Total required canopy coverage for site (including mitigation)	<b>(D+E+ff+gg)</b>		
<b>Preservation/Retention of Existing Canopy (phase 1 and 2)</b>				
G	Existing tree canopy within net urban forestry area	→		
H	If seeking approval for <b>phase 1 only</b> , then preserve a minimum of <b>50%</b> canopy and <b>stop</b> after completing line <b>M</b> .	<b>(G x .5)</b>		
I	Preservation requirement (25%)	<b>(G x .25)</b>		
J	Additional 5% if using preservation method B ("protected trees")	<b>(G x .05)</b>		
K	Additional preservation <b>option</b> for mitigation of significant tree removal ( <b>only</b> if removing significant trees - see pg 3)	<b>( ff )</b>		
L	Total preservation requirement	<b>((H or I)+J+K))</b>		
M	Area of existing canopy preserved	→		
N	Total preservation credit toward planting	<b>(M+ dd)</b>		
<b>New Tree Planting (phase 2)</b>				
O	Required new planting coverage	<b>(F - M - dd)</b>		
P	large canopy trees @ 2000 sq ft per tree	<b>(Qty x 2000)</b>		
Q	medium canopy trees @ 700 sq ft per tree	<b>(Qty x 700)</b>		
R	small canopy trees @ 100 sq ft per tree	<b>(Qty x 100)</b>		
S	Total Planting	<b>(P+Q+R)</b>		
<b>Parking Areas: 1 or 2 family residential are exempt (phase 2)</b>				
T	Area of parking	→		
U	Required canopy coverage of parking areas (40%)	<b>(T x .40)</b>		
V	Area of canopy coverage being provided for parking	→		
W	Excess/deficient parking canopy	<b>(V-U)</b>		
<b>Fulfillment of Requirements (phase 2)</b>				
X	Total required canopy coverage for site	<b>(F)</b>		
Y	Provided canopy coverage	<b>(M+S+dd)</b>		
Z	Excess/deficient overall canopy	<b>(Y-X)</b>		

<b>Significant Trees (attach tree table with diameter and canopy data)</b>		<b>Calculation</b>	<b>Inches DBH</b>	<b>Canopy Sq Ft</b>
<b>aa</b>	All Post Oaks/Blackjack Oaks $\geq$ 18" dbh (if east of I-35)	→		
<b>bb</b>	All other trees $\geq$ 27" dbh (regardless of species or location)	→		
<b>cc</b>	Total of significant trees to be preserved	→		
<b>dd</b>	Significant tree preservation credit	(cc sqft x 0.5)		
<b>ee</b>	Total of significant trees to be removed	<b>aa+bb-cc</b>		
<b>Significant Tree - Removal Mitigation Options (Choose One):</b>				
<b>ff</b>	Preservation of existing canopy 1.5X the canopy of removed significant trees in excess of required canopy <b>OR....</b>	(ee sqft x 1.5)		
<b>gg</b>	Planting additional trees 5X the canopy of removed significant trees in excess of required canopy <b>OR....</b>	(ee sqft x 5)		
	Payment into tree fund for total dbh inches of significant trees removed @ \$300 per inch dbh <b>OR....</b>	(ee dbh x \$300) \$		



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 dioicus</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