

CITY OF HILSHIRE VILLAGE
8301 WESTVIEW DR., HOUSTON, TX 77055 * PHONE 713-973-1779 * FAX 713-973-7793

www.hilshirevillagetexas.com

APPLICATION FOR A TREE REMOVAL PERMIT

<p>1. ADDRESS/LOCATION OF WORK</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="3">ADDRESS</td> </tr> <tr> <td style="width:15%;">LOT SIZE</td> <td colspan="2">SUBDIVISION</td> </tr> <tr> <td>LOT</td> <td>BLOCK</td> <td>ZONE</td> </tr> </table>	ADDRESS			LOT SIZE	SUBDIVISION		LOT	BLOCK	ZONE	<p>2. PERMIT NUMBER</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td> PERMIT # (to be completed by city office) <div style="text-align: right; font-size: 1.2em;">HV- _____</div> </td> </tr> </table>	PERMIT # (to be completed by city office) <div style="text-align: right; font-size: 1.2em;">HV- _____</div>			
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<p>3. PROPERTY OWNER INFORMATION</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>NAME</td></tr> <tr><td>ADDRESS</td></tr> <tr><td>CITY/STATE/ZIP</td></tr> <tr><td>EMAIL</td></tr> <tr><td>HOME PHONE #</td></tr> <tr><td>CELL #</td></tr> </table>	NAME	ADDRESS	CITY/STATE/ZIP	EMAIL	HOME PHONE #	CELL #	<p>4. CONTRACTOR INFORMATION</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>COMPANY NAME</td></tr> <tr><td>ADDRESS</td></tr> <tr><td>CITY/STATE/ZIP</td></tr> <tr><td>CONTACT NAME</td></tr> <tr><td>EMAIL</td></tr> <tr> <td>OFFICE #</td> <td style="text-align: right;">CELL #</td> </tr> </table>	COMPANY NAME	ADDRESS	CITY/STATE/ZIP	CONTACT NAME	EMAIL	OFFICE #	CELL #
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<p>5. REASON FOR REMOVAL (CIRCLE ALL THAT APPLY)</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width:25%;">DISEASED / INFESTED</td> <td style="width:25%;">LIGHTNING / NATURAL CAUSES</td> <td style="width:25%;">LEANING / HAZARD</td> <td style="width:25%;">DYING / DEAD</td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"># OF TREES TO BE REMOVED & LOCATION:</td> <td style="width:30%; text-align: center;"> _____ FRONT YARD # </td> <td style="width:30%; text-align: center;"> _____ BACK YARD # </td> <td style="width:30%; text-align: center;"> _____ SIDE YARD # </td> </tr> </table>		DISEASED / INFESTED	LIGHTNING / NATURAL CAUSES	LEANING / HAZARD	DYING / DEAD	# OF TREES TO BE REMOVED & LOCATION:	_____ FRONT YARD #	_____ BACK YARD #	_____ SIDE YARD #					
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# OF TREES TO BE REMOVED & LOCATION:	_____ FRONT YARD #	_____ BACK YARD #	_____ SIDE YARD #											
<p>6. # OF TREES REMAINING AFTER REMOVAL:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; height: 20px;"></td> <td style="width:50%; height: 20px;"></td> </tr> </table> <p style="font-size: 0.8em;">Must be 8" or greater in diameter. Trees in the Harris County Flood Control District do not count toward the total.</p>				<p>LOCATION OF REPLACEMENT TREES:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:100%; height: 20px;"></td> </tr> </table> <p style="font-size: 0.8em;">If required to meet minimum tree count, new plantings must be at least 3" caliper and listed on the Preferred Tree List or approved by the City Arborist.</p>										
<p>7. ESTIMATED DATE WORK TO START</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> </tr> </table>		<p>8. WORK ALREADY DONE (EMERGENCY ONLY)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> </tr> </table>												
<p>9. APPLICANT'S PRINTED NAME</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> </tr> </table>		<p>10. TOTAL PERMIT FEE (CITY WILL COMPLETE)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> </tr> </table>												
<p>11. APPLICANT'S SIGNATURE</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 40px;"></td> </tr> </table>		<p>12. DATE:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="height: 40px;"></td> </tr> </table>												

City of Hilshire Village

8301 WESTVIEW

HOUSTON, TEXAS 77055

Office: 713-973-1779 Fax: 713-973-7793

Reminders regarding regulations concerning use and maintenance of property and adjacent property during Construction, Alteration, Remodeling and Demolition of buildings and structures within the City

(Ordinance No. 408 and subsequent updates are summarized below)

1. Trash, Litter and Construction Debris: Unlawful to deposit trash, etc. upon building site or drainage ditches; a dumpster must be provided; and regularly maintained and emptied; if a dumpster resting on City right-of-way impedes traffic, pedestrians or obstructs drainage, it must be removed immediately.

2. Removal of Soil and Rocks from Streets. Sand, soil, rocks or similar material which has been deposited upon the street during construction or incidental for the construction or demolition must be removed from the street within 48 hours from the time it was deposited there.

3. Repair to Damaged City Property: Any person damaging a City street, storm sewer or drainage way (easement) shall be responsible for its repair or replacement.

4. Construction Activity Hours: Monday through Friday 7AM to 7PM
Saturday 9 AM to 6 PM

Sunday and Holidays observed by City – No work allowed except emergencies
NO DEMOLITION ON WEEKENDS

5. Portable Toilets: All persons responsible for a construction site with a portable toilet located in the City shall comply with federal and state sanitation laws and regulations concerning the use of portable toilets. Any portable toilet shall be kept behind or screened by a solid structure, out of public view, and shall not be visible from any street or sidewalk.

6. Street Parking: Parking is one side of street only. There are some streets where there is NO parking. Locations may be verified at City office.

7. Fines: Violation of any provision shall result in fines. Following written notice by the City Building Official, a stop work order may be issued if not remedied within 48 hours.

8. Signs: No contractor or sub-contractor signs are allowed unless it is that of the general contractor for the new construction or erection of a single-family dwelling.

9. Insurance: Liability Insurance Entity performing the work shall provide evidence of comprehensive general liability insurance; \$100,000 minimum bodily injury; \$300,000 per occurrence; \$400,000 property damage

10. Tree Protection at a minimum, placement of a fence four (4) feet in height and composed of material strong enough to prevent vehicles, materials, debris, dirt or other demolition or construction refuse from piling up within the Critical Root Zone. The fence shall be a minimum of six (6) feet away from the base of the tree at all points in order to prevent damage to the tree(s).

11. Backflow or Vacuum Breaker prevention device: When an inspector for the City of Hilshire Village is called to inspect your project for any reason, he/she will not pass any inspections unless all exterior hose bibs (faucets by which water is supplied to outdoor devices) have a backflow prevention device or vacuum breaker installed. The vacuum breaker's lock bolt must be tightened until it breaks off.

12. All Inspections listed on the permit must be performed according to the sequence of the construction. Contractors are responsible for all inspections. Inspections are to be called in by or before 4PM for the following business day.

Signature:

Date:

Company Name:

Permit Address:
