



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**

**TO:** Development Services Customers

**SUBJECT:** **INFORMATION BULLETIN 552**  
Tree permits, Tree Preservation Plans and Affidavits

**DATE:** October 1, 2013/*Revised August 1, 2014*

**CREATED BY:** Land Development Division/Engineering and Environmental Section

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 552 regarding recent changes to tree permits, tree preservation plans and affidavits. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

DSD has developed this IB to describe the recent changes to the new forms for [Tree Affidavit/Permit Applications](#). These forms will be required to be used effective November 1, 2013. These new forms are referenced in the recent RID #121 developed by Development Services that explains the interpretation and intent of the tree affidavit form and the tree permit application. Including the life expectancy of each application and underlying permit such as MDP, PUD, Plat, Building Permit, etc. We encourage you to visit our web site and read the RID for further clarification.

**Scope:**

All development application requests for tree permits or tree affidavits are encouraged to use the new forms, but are not required to do so until November 1, 2013. In addition, we have developed the following bullets to clarify the difference between the two forms and some of the items in the forms to be filled out by the applicant:

- Q.1 What is the difference between a Tree Permit and Tree Affidavit Application?
- A The Tree Permit allows you to remove protected trees based on the conditions placed on the approved permit. The Tree Affidavit is only used when the applicant will not be removing or affecting protected trees, whether the site has trees or not.
- Q.2 Why the change or revisions?
- A RID#121, developed by DSD was created to clarify the use and applicability of a tree permit and a tree affidavit. RID#121 will also clarify among other things the life

expectancy of each application as relates to the underlying permit, such as: MDP, PUD, Plat, Building Permit, etc., and the activity allowed with each application. There has been confusion about what activity is allowed with an approved tree affidavit vs. an approved tree permit.

Q.3 What is residential and non-residential?

A For the purpose of this application, residential means any single-family, two family (duplex), or three family (triplex) residential dwelling units. All other development including multi-family is considered non-residential.

Q.4 What is “class of work”? How many options should be checked?

A. Class of work describes what actions the applicant proposes to complete with the appropriate tree permit or tree affidavit. The applicant may only be platting a property with no development or improvements planned/proposed in which case an affidavit would be submitted checking only platting and no site plan required. As part of the review process, the reviewer needs to know what development activity is proposed with the application, such as a new structure, an addition to an existing building, platting, site work, or a simple tree removal. The applicant would check all that apply.

Q.5 Why do we need a Parcel Key?

A The parcel key is the primary point of reference for the location of a development. The site can change from an MDP, to a plat, to a building permit, and an address will not be assigned at all levels of review. However, a parcel key will be the common factor. It is also easier to locate the project in the GIS verification process. Please include all parcels affected if more than one.

Q.6 In the tree **affidavit** application, what is option 1 and 2?

A Option 1 is for sites that have no protected trees anywhere within the limits of the property. (A protected tree is a tree with a trunk that is 6 inches in diameter or larger, please refer to the Unified Development Code (UDC) 35-523(f) for additional tree species and minimum size trunk)

A Option 2 is for sites that do have trees, but the activity proposed will not harm or cause harm to any protected trees. These situations apply to plats where streets and/or other public improvements will be built and only the work performed is in the right of way or easements. There is no activity outside those areas and/or the activity will not harm any trees. These options are acknowledged by the applicant with the affidavit. A site plan is not required for applications with no activity such as stand alone plats.

You are also encouraged to read section 35-B124 for further clarification on proper submittal with the tree affidavit form.

Q.7 In the tree **permit** application, what is option #1 and #2?

A Option 1 is for sites that have or are applying for the recognition of *Rights*. This option allows a development to build to a certain development standard if *Rights* for the project have been acknowledged.

Option 2 is for sites that have protected trees that will be removed and a preservation plan is required to be submitted for review and approval. The tree preservation plan can use a tree survey or the tree stand delineation method with an aerial photograph (Please

refer to the UDC section 35-523 Tree Preservation for more information and we encourage you to read section 35-B123 and 35-B125 for further clarification on proper submittal with the tree permit form).

For additional information regarding this IB, please contact Mark C Bird, City Arborist at (210) 207-0278.

**Summary:**

This Information Bulletin is for informational purposes only.

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