



DEVELOPMENT SERVICES

TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 605**
Tree Permits and Penalties in the ETJ (Residential)

DATE: *Issued: May 12, 2026*

CREATED BY: Land Development Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (IB) 605 to clarify processes and procedures related to residential tree permitting and fees associated with violations within the Extraterritorial Jurisdiction (ETJ). This bulletin has been created to incorporate the department's new format for Information Bulletins.

Scope:

Section 35-477 of the Unified Development Code (UDC) provides the criteria for the Tree Permit process. Tree permits ensure compliance with our tree preservation standards. Any non-compliance with the tree preservation standards shall be deemed a violation of Chapter 35-477 and will be issued a penalty.

Process:

1. Tree permits are required to be submitted prior to any site work. Construction on lots within the ETJ require a separate tree building permit.
2. To streamline the tree building permit application process Development Services Department allows customers to submit “bundles” of up to fifteen (15) lots within a single tree permit application. This saves time and permit fees for the applicant and allows city staff to more efficiently review and approve tree permit applications.
 - a. The following information/documents are required to be submitted as part of a tree permit bundle:
 - i. Development name and unit number
 - ii. Overall Master Tree Plan application number
 - iii. Lot numbers, block number, street name, address, COSA parcel number. ****All lots must be within the same block and unit.**

- iv. Exhibit of address plat highlighting the bundled lots, or other exhibit that clearly identifies the lots and block.
 - v. Plot plan (if available), which includes lot, block, address.
- 3. If a tree permit violation is discovered, “Bundling” will no longer be a valid option for that developer/home builder within that same development. Additionally, fees for the violation will be assessed on each lot, not on each “bundle.”
- 4. Tree Building Permit Fees:
 - a. Tree permit application (per lot or per bundle (up to 15 lots):
 - i. \$100 (with a Master Tree Plan)
 - ii. \$165 (without a Master Tree Plan)
- 5. Penalty Process:
 - a. Field inspections are conducted when a permit is issued, conducted randomly or DSD requested to investigate for possible violation per customer complaint. If a violation is noted during the inspection a penalty will be assessed.
 - i. Penalty fine:
 - 1. \$2,000 work without permit fine assessed, in addition to the per lot fine.
 - a. Fines will be assessed each time a violation is noted by field inspections.
 - 2. \$70 per lot
 - a. Lots in violation will be assessed a \$70 per lot fine.
 - 3. Fines will be assessed to the violator/responsible party.
 - 4. Fines are applied per development.

Summary:

This Information Bulletin is for informational purposes only.

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