



August 8, 2017

**MEMORANDUM**

**Bulletin L-2-17**

**To:** All Permit Applicants

**From:** Thomas H. Goldsbury, P.E., C.B.O.  
Chief, Building Inspection Division

**Re:** **New Information Required for Completing Site Clearing, Tree Removal, and Building Permits**

**Effective September 1, 2017**, Site Clearing, Tree Removal, and Building Permits where trees are removed/planted, but a site Clearing permit is not required (mostly single family homes and town homes), will be required to complete a new "Tree Mitigation" Tab on the on-line permit application. The information required to complete the Tree Mitigation Tab is nothing new, and as you complete the form it will help you easily see the effect that removing, saving credit trees, and replanting trees has on required mitigation owed.

Please note that in the very near future there will be a revised process for submitting your Civil 10-Set application and drawings, which will also include electronic submission. This same Tree Mitigation information will be required to be completed for the 10-Set process. However, if you enter your City Development Number (CDN) into the Site Clearing Permit application, you will be able to populate the information from the 10-Set right into the Tree Mitigation tab of the Site Clearing permit, then modify the information as necessary.

Training has been set up for Wednesday, August 23<sup>rd</sup>, and repeated on Thursday, August 24<sup>th</sup> in the first floor training room of the Ed Ball Building (214 N. Hogan), from 9am-11am. There is no need to sign up.

Attached is a tutorial to assist you in completing the Tree Mitigation Tab.