



## FOREST ALTERATION PERMIT APPLICATION, CHECKLIST & APPROVAL

**Office Use Only:**

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Zoning District: \_\_\_\_ Permit #: \_\_\_\_ Escrow: \_\_\_\_ ☐

**PROPERTY ADDRESS:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

*(if different from Applicant)*

Property Owners Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**A. PURPOSE:** Trees and woodlands play an integral role throughout the City of Mendota Heights, providing improved air quality, erosion control, energy conservation, wildlife habitat, cooler surface temperatures, increased property values, and aesthetic beauty. It is therefore the intent of the City of Mendota Heights to protect, preserve, and enhance trees and woodlands within the City, by reasonably limiting the removal of trees during construction, site work, and land development activities, as well as to mitigate for the loss of trees due to these activities, thereby promoting and protecting public health, safety, welfare and assuring a healthy urban forest into the future.

### PERMIT REQUIRED:

A Forest Alteration Permit application is required in accordance with City Code 15-3: Urban Forest Preservation, to be submitted to the City and must be approved prior to removing any significant or heritage trees as part of any of the following:

- Removal of any Heritage Tree.
- Removal of 33% of significant and/or heritage trees on any lot, vacant or otherwise occupied, when the property contains seven (7) or more significant or heritage trees.
- A project that requires a planning application when trees on the property may be affected.
- A grading or building permit is required and trees on the property may be affected.

*\*Failure to obtain a Forest Alteration Permit prior to removing significant or specimen trees when a forest alteration permit is required will result in a tree replacement requirement that assumes all trees removed were significant trees, and/or escrow fee forfeiture.*



## DEFINITIONS:

Heritage Tree means a tree of any native species or cultivar of a native species that is 24 inches in diameter or greater, excluding invasive species. Heritage trees are healthy trees that are likely to have a life expectancy of greater than ten years, have a relatively sound and solid trunk with no extensive decay, and have no major insects, pathological problem, or defects and is not deemed a Hazard Tree. Heritage trees are valued for their size and their legacy.

Significant tree means a healthy tree measuring a minimum of six inches in diameter for deciduous trees, 10 feet in height for conifer trees, and is not considered hazardous. Buckthorn or other noxious, invasive, woody plants or trees as determined by the Natural Resources Coordinator or are listed as prohibited or restricted under the Minnesota Department of Agriculture's noxious weed law are not considered a significant tree species at any diameter.

**Exemptions:** Dead, dying, diseased, or hazard trees, or trees under 6 inches in diameter at standard height (DSH), are not considered Heritage or Significant trees.

### FOR OFFICE USE/STAFF ONLY:

The attached Forest Alteration Permit has been reviewed by the City of Mendota Heights Natural Resources Coordinator (*the designees of the City Administrator noted herein*) and is hereby approved, subject to the following conditions:

Approval: \_\_\_\_\_  
Natural Resources Coordinator

Date: \_\_\_\_\_

Approval: \_\_\_\_\_  
Community Development Manager

Date: \_\_\_\_\_

### Conditions of Approval (if any):

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## STATEMENT EXPLAINING ESCROW FEE PAYMENT

Applicant:

As noted in the Forest Alteration Permit Application form, the City of Mendota Heights may require a tree replacement escrow payment to be held as a security fee in applications where a Forest Management Plan is required and where tree replacement for scheduled removals is required.

The escrow shall be required at \$100 per caliper inch of required caliper inches to be replaced; or \$250 per tree when a 1:1 replacement is required. For every heritage tree preserved on site, the escrow may be reduced by \$250.00.

The escrow will be held by the City until successful completion of final planting inspection, assurance that the trees have survived for at least one growing season, and are covered by at least a one-year warranty for replacement. The escrow may be held for longer to ensure viability of trees. Once the escrow is reimbursed to the applicant, it remains the applicant's responsibility to maintain the replacement trees for three years after planting during the three-year maintenance period, and replace any trees lost during this period.

Any excess or unused escrow payments, or work security deposits will be refunded after final action is taken by the City Council, all work accepted by city staff, and/or all billings have been fully reconciled with the city.

Please contact Natural Resources Coordinator Krista Spreiter at (651) 255-1123 if there are any questions related to this escrow deposit calculation or if you are unsure on how to proceed.

CITY OF MENDOTA HEIGHTS

Acknowledgement by Applicant that this statement has been read and understood:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## APPLICATION REQUIREMENTS:

- Electronic and hard copies of all the required materials must be submitted according to the current application submittal schedule.
- Submit 1 electronic copy and 2 hard copies (full-size/to-scale) of all required plans.

*The following materials must be submitted for the application to be considered complete:*

- ☐ Escrow, as included in current Fee Schedule (check payable to City of Mendota Heights), **only if** a Forest Management Plan is required.

Escrow Requirements: \$100 per caliper inch of required caliper inches to be replaced or \$250 per tree when a 1:1 replacement is required. For every heritage tree preserved on site, the escrow may be reduced by \$250.00. The escrow will be held by the City until successful completion of final planting inspection, assurance that the trees have survived for at least one growing season, and are covered by at least a one-year warranty for replacement.

For inspection and release of escrow, contact Krista Spreiter, Natural Resources Coordinator at 651-255-1123, when all Forest Management Plan requirements have been met.

*NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.*

- ☐ Completed Application Form(s).
- ☐ Required Plans.

## **APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL**

### Required Plans:

- ☐ Schedule of work to be completed.
  - ☐ N/A
- ☐ Existing site conditions, including: tree locations for all significant and heritage trees.
  - ☐ N/A
- ☐ Species list and number of significant and/or heritage trees that may be affected by the project and/or within the project area.
  - ☐ N/A

### FOREST MANAGEMENT PLAN REQUIRED:

A Forest Management Plan is required to be submitted to the City and must be approved prior to removing any significant or heritage trees, as part of any of the following:



- Removal of 33% of significant and/or heritage trees on any lot, vacant or otherwise occupied, when the property contains seven (7) or more significant or heritage trees.
- A project that requires a planning application when trees on the property may be affected.
- A grading or building permit is required and trees on the property may be affected.

*The Forest Management Plan must include the following to be considered complete:*

- ☐ A forest and significant tree inventory overlaid on site plans that shows size, species, and location of all significant trees located within the property where tree removal is proposed.
- ☐ A list of total diameter inches and species of all healthy significant and heritage trees inventoried.
- ☐ A list of the total diameter inches and species of all healthy significant and heritage trees proposed for removal.
- ☐ Location of trees preserved and the proposed measures for protection, including delineation of tree protection fencing, tree protection signs, location for material storage, parking, debris storage, and wash-out area for cement trucks.
- ☐ Protection measures for replacement trees being planted in areas with high deer population.
- ☐ The name(s), telephone number(s), and address(es) of the person(s) responsible for tree preservation during the course of the project.
- ☐ Size, species, number, and location of all replacement trees and woody shrubs proposed to be planted on the property in accordance with City Code 15-3-6 E. Significant and Heritage Tree Replacement Calculation and 15-3-7: Tree Loss Mitigation.
- ☐ The outer boundaries shown of all forest areas of one-quarter acre and larger.
- ☐ Indications of the known presence of any tree pests and diseases.
- ☐ Locations of standing, dead or diseased significant and heritage trees.
- ☐ Locations of proposed building, structures, and impervious surfaces.
- ☐ Grading, land disturbance, clearing, and trenching limits.

A three-year tree maintenance and preservation plan.