



# TOWN OF OCCOQUAN

## Tree Removal Permit Request

Per Town Code Section 46-143, Tree Protection

Please complete the following application to request a Tree Removal Permit for the removal of trees that are four (4) caliper inches or larger in size within the limits of the Town of Occoquan.

Tree removal requests will be considered in regards to (1) size and type of tree, (2) location of tree, (3) condition of tree, (4) reason for removal and (5) replacement native vegetation landscape plan. The Town Manager will review requests and make a determination within two business days of receipt of the request. Requests should be made at least seven days in advance of expected date of work.

If the conditions outlined in the Town Code, Section 46-143, are not met, the Town Manager may not issue the permit, and the applicant will need to file a landscape plan in accordance with Chapter 46 of the Town Code.

### I. CONTACT INFORMATION

Date of Request: \_\_\_\_\_ Expected Date of Work: \_\_\_\_\_

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

Address: \_\_\_\_\_ PO Box \_\_\_\_\_, Occoquan, VA 22125

Mailing Address (if different from above): \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Are you the property owner? Y/N *(If no, permission from the property owner is required.)*

### II. ABOUT ISSUE TREE

Issue tree species: \_\_\_\_\_

Condition of issue tree: \_\_\_\_\_

Approximate location of issue tree: \_\_\_\_\_

Approximate size of issue tree (height and calipers): \_\_\_\_\_

Reason for removal: \_\_\_\_\_

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### III. REPLACEMENT NATIVE VEGETATION PLAN

Native Vegetation Replacement Plan (include species of plants and/or trees, number of plants and/or trees, and location(s); please include map with locations, as appropriate):

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Please attach images of issue tree to application. Photos, application and any supplemental documentation can be submitted in person at Town Hall, 314 Mill Street, Occoquan, VA 22125, emailed to [info@occoquanva.gov](mailto:info@occoquanva.gov) or mailed to Town Hall, PO Box 195, Occoquan, VA 22125. Town Hall is open M-F, 9 am - 4 pm.

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

\_\_\_\_\_  
Date

***Town Hall Use Only***

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

*Reason:*

\_\_\_\_\_  
Signature, Town Manager

\_\_\_\_\_  
Date