

BUILDING & DEVELOPMENT DEPARTMENT EVENT CALENDAR FOR TREE PLAN REVIEW

(Refer to City of Rockport Tree & Landscape Ordinance and
Application for Building Permit Event Calendar for specific details)

STEP 1

Submit Application (forms available in the Building Department) for Tree Plan Review if separate from Application for Building Permit.

NOTE: Refer to Application for Building Permit event calendar when tree plan is submitted with application for building permit.

STEP 2 – Week One: City notifies applicant to meet for consultation, if necessary, prior to Tree & Landscape Committee agenda being posted.

STEP 3 – Week Two: If consultation successful from Step 2, City posts Tree & Landscape Committee's agenda for seventy-two hours (3-days) prior to the meeting.

STEP 4 – Week Three: Hearing before the Tree & Landscape Committee.

STEP 5 – Follow Up: If tree plan accepted, submit application for building permit along with approved tree plan. If tree and brush removal necessary prior to issuance of building permit, submit application for tree removal permit along with approved tree plan.

NOTE: Building permit acts as tree removal permit if tree plan is submitted along with building plans for building permit.

**BUILDING & DEVELOPMENT DEPARTMENT
INSTRUCTIONS FOR
TREE & LANDSCAPE PLAN REVIEW**

1. Complete the application form and return it to the Building & Development Department, 2751 S.H. 35 Bypass, Rockport, TX, 78382 along with the required filing fee of \$50.00 plus \$20.00 per acre. (Section 22-315, Rockport Code of Ordinances).
2. The application shall include:
 - i. any drawings showing the site in question, indicating all boundaries and existing structures, if any;
 - ii. location and size (diameter) of all trees (protected and wind swept);
 - iii. indication of those trees to be removed, relocated or new plantings;
 - iv. indicate proposed landscaping plan along with point count pursuant to Section 106-33, Rockport Code of Ordinances; and
 - v. indicate all proposed improvements (buildings, parking, driveways, dumpsters, etc.).
3. The applicant or applicant's representative will be notified to meet for consultation and be advised of the hearing date with the Rockport Tree & Landscape Committee. By law, the Tree & Landscape Committee's agenda must be posted at least seventy-two hours (three days) prior to the meeting.
4. We recommend that the applicant or applicant's representative be present at the hearing with the Tree & Landscape Committee to answer any questions that might arise.