



Permitting Department
 700 Paris Avenue
 Port Royal, SC 29935
 (843) 986-2219
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 www.portroyal.org

TREE PERMIT APPLICATION

Contractor	Property Owner
Name:	Name:
Phone:	Phone:
Mailing Address:	Mailing Address:
Email:	Email:
Town Business License # of Contractor:	
Project Information	
Project Address:	
Zoning District:	Acreage:
Parcel ID (PIN):	
<input type="checkbox"/> Removal	<input type="checkbox"/> Pruning
Tree Species and Diameter(s):	
Reason(s) for Removal / Pruning:	
Minimum Requirements for Submittal	
1. Narrative describing reason for application and compliance with the criteria in Chapter 20 of the Code of Ordinances. 2. Tree Survey (if applicable) 3. Certified Arborist Report (if applicable)	
Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? ___ Yes ___ No	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.	
Property Owner Signature:	Date:
Applicant Signature:	Date:



CERTIFIED ARBORIST REPORT REQUIREMENTS

ALL PROPOSALS FOR TREE WORK ON DEVELOPED LOTS SHALL INCLUDE THE FOLLOWING:

1. **Tree(s) to prune/remove**—*Example: 20" DBH Live Oak, 12" DBH Southern Magnolia, 28" DBH Longleaf Pine*
2. **Personnel qualification**—*Example: All work will be performed under the supervision of an ISA Certified Arborist®, an ISA Board Certified Master Arborist®, or equivalent.*
3. **Pruning system to be used**
4. **Objective**
5. **Branches to prune**— *Example: 1) Dead, dying, diseased, and broken branches greater than a certain diameter. 2) Various levels of canopy branches needing reduction and their diameter. 3) Any specific limb issues to be addressed e.g. crown raising over driveways or roofs.*
6. **Debris disposal**
7. **Peripheral work and issues**—*Examples: Vine removal, understory clearing, treatment of trees and palms over 6-inches under the tree's dripline, neighbor notification and permissions when property line trees are involved and any part of the exposed root plate is on both properties.*
8. **Limitations**—*Example: 1) No tree shall be climbed using climbing spurs. 2) All cuts shall be made in accordance with the ANSI A300 Pruning standard, section 7.*
9. **Anticipated completion date**
10. **Re-inspection**—*Example: 5 years.*

TABLE 20-7: SPECIMEN AND LANDMARK TREES

TREE TYPE		SPECIMEN DBH (INCHES)	LANDMARK DBH (INCHES)
Live Oak	Single trunk	12	24
	Multiple trunks	30 (sum of all)	60 (sum of all)
Laurel Oak		24 – 40	N/A
Water Oak		24 – 40	N/A
Red Oak		16	24
White Oak		16	24
All Hickories		16	30
American Elm		16	24
Loblolly and Slash Pines		28	38
Longleaf and Pond Pines		16	36
Red Bay		6	8
Southern Magnolia		6	18
Bald Cypress and Pond Cypress		16	24
Black Gum		16	24
Red Maple		16	24
Spruce Pine		6	8
Red Cedar		8	18
Sycamore		24	36
Black Cherry		24	36
Sassafras		5	6
Sweet Gum		24 – 48	N/A