



## Heritage Tree Nomination Application Checklist

**Submittal Requirements.** The following information is required for a complete application. Please review this checklist with City of Concord Planning Division to confirm specific requirements and to determine if other applications are required.

- APPLICATION FORM.** Include signature of applicant.
- FILING FEE.** (See Exhibit A, Fees and Charges Resolution)
- PUBLIC NOTIFICATION MATERIALS.** If required for public notification of neighborhood meetings and public hearings. (See handout)
- PARTICULARS ON NOMINATED TREE.**
  - Botanical Name \_\_\_\_\_
  - Common Name \_\_\_\_\_
  - Location of Tree \_\_\_\_\_
  - Height (approximate) \_\_\_\_\_
  - Spread (approximate) \_\_\_\_\_
  - Circumference of Trunk (approx. four (4) feet above soil) \_\_\_\_\_ inches
  - Approximate Age \_\_\_\_\_
  - Property Owner at Tree Location \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_
  - Name of Person/Group Submitting Nomination \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_
- WRITTEN STATEMENT.** Describe in detail the reasons for heritage tree nomination.
- PHOTOS.**

### FOR STAFF USE ONLY

FILE NUMBER \_\_\_\_\_ ASSOCIATED FILES \_\_\_\_\_  
PLANNER \_\_\_\_\_ DATE \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_  
GENERAL PLAN \_\_\_\_\_ ZONING \_\_\_\_\_