

# MRTPD Major Construction and/or Tree Removal Application

DATE  PERMIT #

TREE PRESERVATION FEE: **\$50.00**

ADDRESS OF SITE:

**Property Owner:**

NAME:  PHONE #:

ADDRESS:

**Applicant:**

(If applicant is not the owner, please provide the notarized owner responsibility affidavit signed by the owner)

NAME:  PHONE #:

ADDRESS:

**Builder/ Contractor:**

NAME:  PHONE #:

ADDRESS:

Description of Construction Activity:

**Total Number of Trees:**

**Zoning:**

On Entire Property: ☐ In Public Right of Way: ☐

On abutting properties within ten (10) feet of property line: ☐

**Attach the following:**

- ☐ Owner responsibility affidavit\*
- ☐ Certification of tree(s) condition and reason for application to remove\* (from arborist)
- ☐ Certification of reasons for removal\* (from engineer)
- ☐ Current Survey\*
- ☐ Site Plan\*
- ☐ Tree protection plan \*
- ☐ Replacement tree option affidavit \*
- ☐ Color Site Photos\*

\*See reverse for full description.

Applicant's signature

Date

Parkway:

Arborist Approval:

Issue Date:

**Minimal Submittal Requirements for Permit**

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**Applicant must provide 3 sets of the following:**

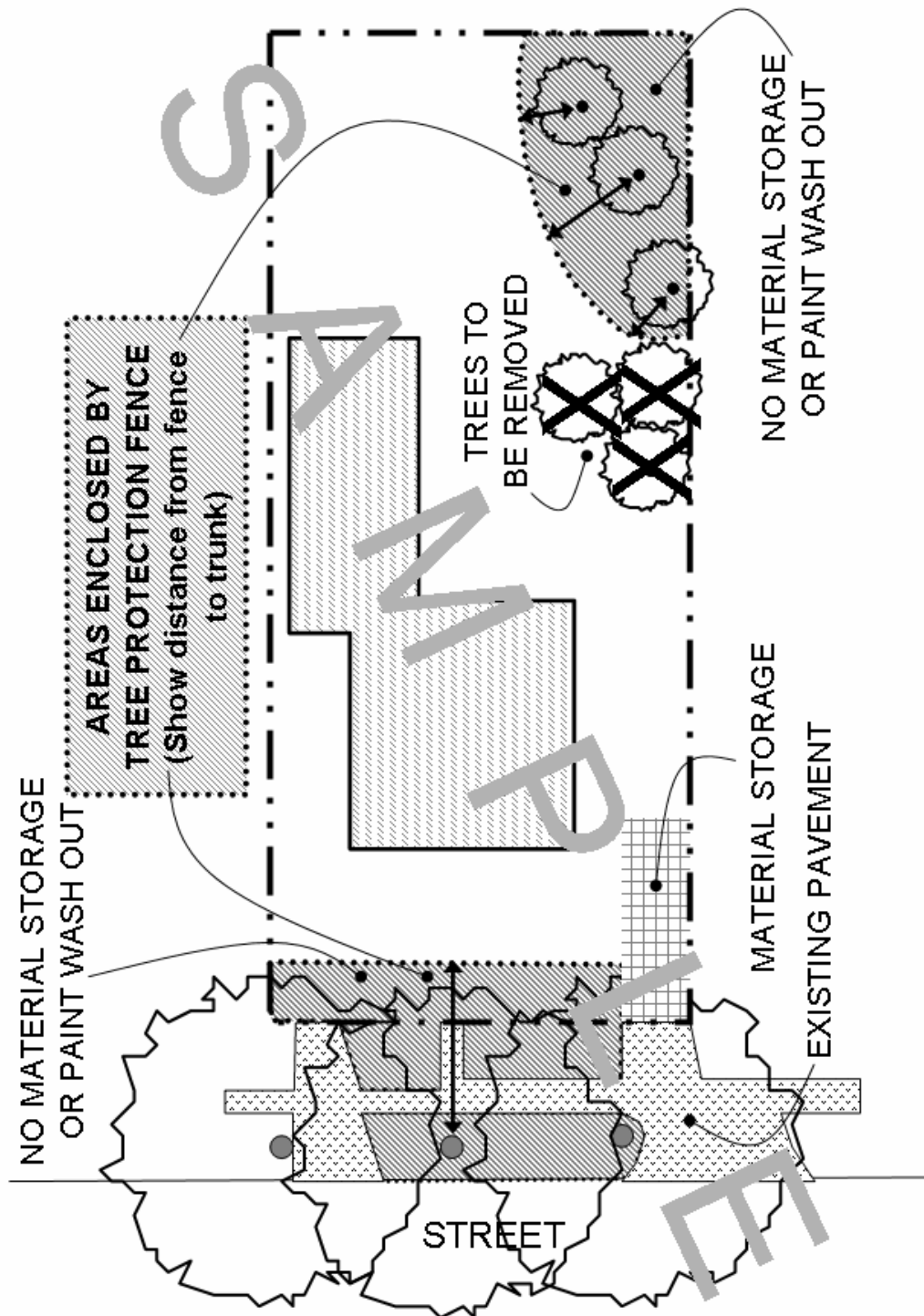
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- An affidavit by the property owner stating that he/she understands that he/she retains responsibility for the requirements of ArticleX.5.
- The protected tree(s) outside the uncontested area that the property owner proposes to remove, subject to the following requirement:
  1. Certification shall be submitted by a landscape architect, landscape contractor or an arborist licensed as such by the State of Louisiana that there are good reasons for the removal of such tree(s) from the site including a brief statement of those reasons.
  2. Supporting documentation may be submitted as to why the tree should be removed. This documentation may include, but is not limited to, written reports by a Louisiana state licensed structural engineer regarding existing or certain future damage caused by the tree to a structure, or documentation by other Louisiana state licensed professional documenting why the tree should be removed. Any documentation provided by a Louisiana state licensed professional shall include his official seal or license number, as applicable.
- Current survey stamped by a Registered Land Surveyor.
- Site plan including, but not limited to, the following with all dimensions shown:
  1. All property lines
  2. Buildable area of the property
  3. Location of existing buildings, structures, driveways, sidewalks, fences, chainwalls and similar features
  4. All proposed construction activity
  5. Location of base of tree, size, drip line and name of all trees
  6. All trees on abutting properties within ten (10) feet of the property line (if any)
  7. All trees within the public right of way (if any)
  8. Any trees within the uncontested removal area that are to be removed.
- A tree protection plan that complies with the tree protection minimal requirements set forth in this article, including both graphics and text, and prepared, signed and affixed with seal or license number, by one of the following, as appropriate and in compliance with all state laws pertaining to professions regulated by the Louisiana Horticultural Commission:
  1. A State licensed landscape architect
  2. A State licensed landscape contractor
  3. A State licensed arborist.

The licensed professional must note on the plan or on a separate document that the proposed tree protection is in place. By installing the proposed protection before the application is submitted, the review and approval of your case can be processed in a much shorter period of time.

- This tree protection plan may be shown on the required site plan.
- Replacement tree option affidavit must be notarized and one of the two options checked: Trees will be replaced or payment will be made to Dept. of Parkway.
- Site photos that adequately show existing trees located on the following:
  1. The applicant's property
  2. All abutting properties within ten (10) feet of the property line, if any.

**NOTE:    Permit applications for special permitted uses that have already been approved by the Parish Council may use the previously approved site plans and tree protection plans in lieu of the requirements of this article.**



**SAMPLE TREE PROTECTION PLAN**  
**(Do not include this sample sheet with application)**

# Major Construction Activity application    Date:\_\_\_\_\_

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## HOW TO APPLY

### **Submittals to The Department of Parkways online at:**

[www.mygovernmentonline.org](http://www.mygovernmentonline.org) Phone:504-349-5800

- Requests for tree removal only;
- All submittals involving any type of construction activity or permits;  
*Be aware that any development proposals involving a rezoning, resubdivision, or special permitted use must be submitted to the Planning Department to begin those processes.*

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### **Online submittals must be complete and contain all required information**

Processing of the tree review application may take up to 13 days.

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### **Construction Activities that may trigger MRTPD review**

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- Accessory buildings;
- Addition to any structure;
- Any fence permit;
- Clearing or Filling of the lot;
- Demolition of any structure;
- Interior renovations;
- New Houses or structures;
- Paving of a driveway or any portion of the lot;
- Swimming pools, or spas;
- Tree removal;
- Trenching for Utilities;
- **Any type of construction activity that could possibly have a detrimental effect on any trees existing on the site or adjacent to the site.**

General Information

**AFFIDAVIT**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public, personally came and appeared:

\_\_\_\_\_  
Property Owner

Who, after being sworn on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ did depose and say that,

1. He/She is the owner of the property located at \_\_\_\_\_, Metairie, Louisiana, \_\_\_\_\_ and
2. The affidavit is submitted to satisfy the requirements of the Metairie Ridge Tree Preservation District (MRTPD), and
3. That as the property owner, understands that they retain full responsibility for the requirements of Article X.5 METAIRIE RIDGE TREE PRESERVATION DISTRICT (MRTPD), and
4. That \_\_\_\_\_ has been contracted to perform work on the subject property including \* \_\_\_\_\_

\_\_\_\_\_,  
and has the authority to make application for MRTPD review to Jefferson Parish Department of Parkways online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org).

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

NOTARY

STAMP

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Property Owner

\* Describe all proposed construction activities, for example: Demolition, New construction, Pool, Accessory Structure, etc.

**AFFIDAVIT**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public, personally came and appeared:

\_\_\_\_\_  
Property Owner

Who, after being sworn on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ did depose and say that,

1. He/She is the owner of the property located at \_\_\_\_\_, Metairie, Louisiana, \_\_\_\_\_ and
2. The affidavit is submitted to satisfy the requirements of the Metairie Ridge Tree Preservation District, and
3. That the property owner hereby agrees to comply with one of the following:

☐ Replace the tree(s) to be removed in accordance with the Jefferson Parish Code of Ordinances

or

☐ Make a payment to the Department of Parkways in accordance with the Jefferson Parish Code of Ordinances

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

NOTARY

\_\_\_\_\_

\_\_\_\_\_

STAMP

\_\_\_\_\_

Notary Public

\_\_\_\_\_

Property Owner