

City of Asheville Tree Removal Process

The City of Asheville has [special rules](#) for tree removal in certain areas, but only trees 6" in diameter or greater are subject to them.

If your tree meets or exceeds that diameter, you must then determine if the tree is located in a [Steep Slope Zone B](#) or [Local Historic District](#) area. If so, a permit is typically required for removal.

Use the following forms, depending on the applicable location:

Steep Slope Zone B

Required Form: **RESIDENTIAL**

Contact: Ricky Hurley, Plan Review Coordinator

Phone: (828) 259-5674

Email: rhurley@ashevillenc.gov

Local Historic District

Required Form: **Application for Minor Work**

Contact: Alex Cole, Historic Resources Planner

Phone: (828) 259-5638

Email: acole@ashevillenc.gov

All requests for removal must include:

- The number and type of tree(s)
- A site plan showing the location of the tree(s)
- Pictures of the tree(s)
- The reason for removal as documented by a *Certified Arborist*

Everything must then be mailed to or dropped off at the address on the form.



RESIDENTIAL

DEVELOPMENT SERVICES DEPARTMENT
 161 SOUTH CHARLOTTE STREET
 ASHEVILLE • NORTH CAROLINA • 28801 | 828-259-5846

BUILDING PERMIT #
Application Date
Completed By
Routed Date

Project Address:	New Address: <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Owner:	If new, part of subdivision? <input type="checkbox"/> Yes <input type="checkbox"/> No Lot #:
New Owner: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parcel Identification # (PIN): - - Civic ID:
<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental <input type="checkbox"/> Sale/Speculative	

Check All that apply: <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Reroof <input type="checkbox"/> Repairs <input type="checkbox"/> Foster Care <input type="checkbox"/> Home Stay <input type="checkbox"/> Home Occupation <input type="checkbox"/> Day Care <input type="checkbox"/> Bed& Breakfast <input type="checkbox"/> Family Care Home <input type="checkbox"/> Moving Mfg Home <input type="checkbox"/> Setting New Mfg. Home Demolition: <input type="checkbox"/> Interior <input type="checkbox"/> Entire Building <input type="checkbox"/> Structural <input type="checkbox"/> Non-Structural	Related Enforcement Case <input type="checkbox"/> Yes <input type="checkbox"/> No Case #		Heated Space(SF)	Unheated Space (SF)
	# of Stories: # of Bedrooms:	<input type="checkbox"/> New Build		
	# of Fireplaces: # of Bathrooms:	<input type="checkbox"/> Addition(s)		
	Construction Type: <input type="checkbox"/> Site Built <input type="checkbox"/> Modular <input type="checkbox"/> Mfg Home Mfg. After 1974: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Remodel/Repairs		
	Foundation Type: <input type="checkbox"/> Basement Finished: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Crawlspace <input type="checkbox"/> Slab on Grade	<input type="checkbox"/> Decks	-----	
	Heating Source: <input type="checkbox"/> Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Combo	Sub Total		
	Description of Work:	Existing Space NOT affected by Work		
		Totals		
		ICC Cost		

BUILDING & TRADE PERMITS	Plans Required: Three (3) copies of construction plans including survey or site plan in each set
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Permits Requested	Associate d Permit #	Contractor Business Name	State License Number	Cost of Work	Permit Fees
<input type="checkbox"/> Building					\$
<input type="checkbox"/> Electrical					\$
<input type="checkbox"/> Mechanical					\$
<input type="checkbox"/> Gas Piping					\$
<input type="checkbox"/> Plumbing					\$
Total Project Cost					

	Zoning	\$
	Grading	\$
	Driveway	\$
	Flood	\$
	Address	\$
	4% Tech	\$
	Recovery	\$
	Air Quality	\$
	Total Fee	\$

ZONING PERMIT Zoning

Plans Required

One (1) copy of survey or site plan

District _____
Flood Plain No Yes Zone:

Building Value

Master Site

Permit #

Zoning Setbacks: FRONT

SIDE

REAR

CORNER SIDE

Attach survey or site plan with property boundaries, label streets, easements, sidewalks, or right-of-ways, setbacks with distances from proposed buildings to property lines and distances between buildings and scale (ex: 1 inch = 10ft or 1 inch = 50ft).

DRIVEWAY APRON PERMIT

Plans Required

One (1) copy of site plan if not seeking Grading Permit

Width of driveway apron:

Type of Drive Apron To Be Constructed in Right-of-way: Asphalt Concrete

Attach site plan showing proposed driveway apron location. Single-family residential driveway aprons shall be between 9' and 18' wide, exclusive of corner radii. Concrete driveway aprons are required on all streets with curbs or sidewalks. Asphalt driveway aprons are permitted for single-family residential driveways where no curb exists or is proposed.

GRADING PERMIT

Plans Required

Sketch Plan: One (1) copy less than 10,000 square feet disturbed

Formal Plan: Three (3) copies when 10,000 square feet but less than 1 acre

Four (4) copies when 1 acre and over is disturbed

Land to be disturbed in square feet acres:

Mailing Address:

Person engaged in or conducting the land-disturbance:

City:

State:

Zip:

The undersigned states that he/she is the *person financially responsible* for the land disturbing activity described in the above application for grading permits. If the person financially responsible is not a resident of North Carolina, a North Carolina authorized agent must be designated for the purpose of receiving notice of compliance or non-compliance with section 7-12-2 of the UDO.

OWNER INFO – Required

Owner signature required on all applications involving work on the real property; land disturbance, demolition, and/or other Work involving new or existing construction.

Property Owner Name(s):

Address:

Email Address:

City:

State:

Zip:

Phone Number: () -

Signature and Date (Affidavit required for Authorized Agents):

APPLICANT INFO - Required

I hereby certify that all information in this application is correct and all work will comply with the North Carolina State Building Code and all other applicable state and local laws, including 87-14 Workers' Compensation. The Development Services Department will be notified of any changes in the approved plans or specifications for the project as permitted.

Owner Tenant Design Professional Unlicensed Contractor Project Manager Other Authorized Agent

Printed Name:

Address:

Email Address:

City:

State:

Zip:

Phone Number: () -

Fax Number: () -

Signature and Date:

General Contractor – Required if cost of Work (OR undertaking) is \$30,000 or more

Printed Name:

Address:

Email Address:

City:

State:

Zip:

Phone Number: () -

Fax Number: () -

Signature and Date (Affidavit required for Authorized Agents):



HISTORIC RESOURCES COMMISSION OF ASHEVILLE & BUNCOMBE COUNTY
APPLICATION FOR MINOR WORK
CERTIFICATE OF APPROPRIATENESS

Address of Property _____ Application Date _____

Applicant Name _____ Property Owner Architect Contractor

Mailing Address _____ Phone _____

Email _____ Owner Name _____

Detailed Project Description: _____

_____ (attach additional sheet if necessary) PIN _____

Minor work applications are reviewed by staff. A quick turn-around is possible if the applicant submits a complete application packet and if the proposed alterations meet the applicable design guidelines. A complete application packet consists of a **detailed** description of the project along with **complete** documentation. The following checklists are designed to assist in determining what supporting materials and documentation are necessary for the work being proposed, although additional information may be requested by staff. ***Incomplete application packets will not be processed until all materials are received.***

Type of Project (select all that apply)

Supporting materials (descriptions on reverse)

<input type="checkbox"/> Landscaping, including tree removal*	<input type="checkbox"/> Site plan showing species and other changes/landscape features <input type="checkbox"/> Certified Arborist report for tree removal* <input type="checkbox"/> Tree species to be replanted, if applicable
<input type="checkbox"/> Roofing	<input type="checkbox"/> Photographs of existing roof <input type="checkbox"/> Material specifications
<input type="checkbox"/> Foundation repairs	<input type="checkbox"/> Photographs showing condition <input type="checkbox"/> Material sample/information
<input type="checkbox"/> Fences	<input type="checkbox"/> Site plan showing proposed location of fence <input type="checkbox"/> Drawing or photograph of fence style <input type="checkbox"/> Material information
<input type="checkbox"/> Retaining walls	<input type="checkbox"/> Detailed site plan <input type="checkbox"/> Material sample/information
<input type="checkbox"/> Minor building repairs, such as masonry repair, siding or shingle replacement (with same material), removal of artificial material and restoration of original material, replacement of stairs, steps, porch decking with same material	<input type="checkbox"/> Plans/Drawings <input type="checkbox"/> Photographs <input type="checkbox"/> Material samples/information
<input type="checkbox"/> Lighting fixtures	<input type="checkbox"/> Photographs <input type="checkbox"/> Specifications
<input type="checkbox"/> Replace or restore original architectural details	<input type="checkbox"/> Drawings <input type="checkbox"/> Photographs <input type="checkbox"/> Documentation <input type="checkbox"/> Material samples <input type="checkbox"/> Specifications
<input type="checkbox"/> Shutters or awnings	<input type="checkbox"/> Drawings <input type="checkbox"/> Photographs

<input type="checkbox"/> Removal of non-original accessory structure	<input type="checkbox"/> Site Plan <input type="checkbox"/> Photographs
<input type="checkbox"/> Walkway, driveway and/or parking area	<input type="checkbox"/> Site plan <input type="checkbox"/> Photographs <input type="checkbox"/> Materials
<input type="checkbox"/> Other minor construction (not visible from street and no impact on existing structure)	<input type="checkbox"/> Plans/drawings <input type="checkbox"/> Photographs <input type="checkbox"/> Site plan
<input type="checkbox"/> Signs	<input type="checkbox"/> Color rendering(s) with dimensions <input type="checkbox"/> Photographs & site plan showing proposed sign locations <input type="checkbox"/> Proposed sign and frame materials

Supporting material requirements

- Site plan: Must be to-scale and show in detail all site features (include both existing and proposed); if tree removal, include species or variety of tree to be removed and replanted; if altering plantings, include all varieties of vegetation.
- Plans and/or drawings: All drawings should be to-scale, with full dimensions and as detailed and as clear as possible, whether or not an architect or contractor is involved (examples are available in the HRC office). Both existing structure/landscape and proposed changes should be shown clearly. If altering a specific detail, include a detailed drawing of that individual feature.
- Comprehensive color photographs (either print or electronic format are acceptable for minor work): Show overall structure and close-ups of any details or features that are involved in the requested alteration.
- Material samples: May submit a small piece of material or printed description with photographs or manufacturer's brochure. Not necessary for gravel or concrete, unless special finish is proposed (stamped or stained concrete).
- Documentation: Evidence of previous/original condition such as historic photographs, Sanborn maps, or physical evidence that demonstrates previous condition like exposed framing or shadow markings.
- Specifications: Cut sheets, manufacturer's brochure, detailed drawings.

*A Certified Arborist's report indicating reason(s) necessitating tree removal is required for tree removal requests. Please note that in some cases tree removal requests may require a site visit and extra processing time.

All signs require a sign permit. Please apply for a sign permit through the Development Services Center and indicate your sign permit application number here: _____

Read carefully and sign:

- **Applicant should become familiar with applicable design guidelines before completing application.**
- **Applications may be delivered to the Development Services Department at 161 S. Charlotte Street or mailed to the address at the bottom of this form. Unfortunately, due to limitations with our system, we cannot accept emailed applications or attachments at this time. We may be able to accept a small number of emailed digital photos. Please check with staff before attempting to send.**
- **A complete application packet consists of this completed and signed form with supporting documentation.**

The undersigned signifies that the above is true:

Name _____ **Date** _____

\$52 fee paid _____ (date)