



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 _____