



## **Parks & Open Space: 'Standalone' Tree Removal Permit Guidelines**

### **Trees meeting the following criteria when measured at 4.5' above grade require a permit:**

- Native oak, chokecherry, or serviceberry  $\geq 3''$  DBH
- Coniferous trees (evergreen)  $\geq 4''$  DBH
- Deciduous trees (Aspen, Cottonwood, etc.)  $\geq 6''$  DBH

### **Tree Removal Permit Process**

To obtain a 'standalone' tree removal permit within the City of Aspen, please follow these steps:

#### **1. Online Submission Setup**

- Access the online submission portal [here](#).
- For any technical issues, contact [sfsupport@aspen.gov](mailto:sfsupport@aspen.gov).

#### **2. New User Registration**

- Complete the New User Registration Form.
- You will receive an email to set up a password.
- Once your password is set, log in to start a permit application or check the status of existing applications, reviews, and inspections.

#### **3. Submit Application with Required Information**

##### **Submissions:**

Provide an Outline/Sketch/Photograph of the property.

- Indicate the location of the tree(s) requested for removal. Use arrows or circles to designate specific trees.
- State the reason for the requested tree removal(s) such as tree health, structural integrity, previous construction impacts risk, and other site factors.

Answer the following:

- Is the removal Construction Related? Yes / No
- Is it Located within City Mall Boundaries? Yes / No

##### **Work Items:**

- List tree(s) requested for removal by species and diameter at 4.5 feet above grade in inches.

#### **4. Site Visit**

- The Aspen City Forester, or their designee, will conduct a site visit to assess the condition and value and of the trees based on health, size, planting location, and other criteria.

#### **5. Permit Decision**

- Per City of Aspen Municipal Code 13.20, the Parks Department will grant or deny the tree removal permit application. A decision is determined by suitability for preservation including factors listed above under 'Submissions', and the extent to which tree(s) contribute to Aspen's Community Forest.

### **Post-Approval Requirements**

- Once a tree removal permit is obtained, the responsible party must visibly post the permit at the property, viewable from the curbside.