

# How to apply for a Tree Removal Permit

Updated 5/30/25

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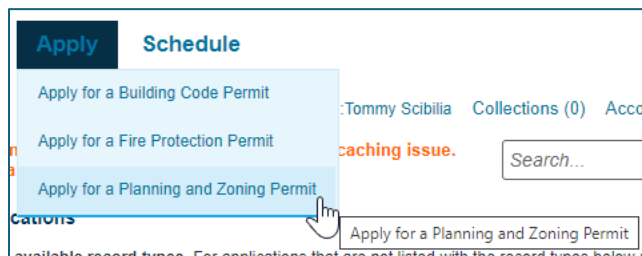
## Apply

Follow the instructions below to apply for a **Tree Removal Permit (“PLN...”)**.

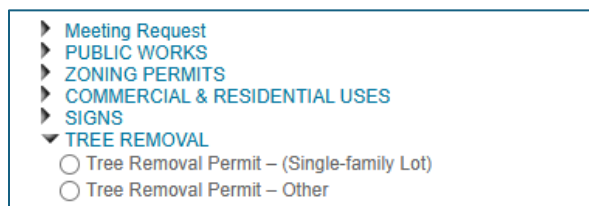
- 1) If you do not already have a free account in our [Permit Portal](#), create one by clicking the “Register Now” link on the portal home screen.
- 2) Log into the [Permit Portal](#).

**Note:** Be sure to “Allow Pop-ups” on this website for it to function properly.

- 3) Hover over “Apply” and select “Apply for a Planning and Zoning Permit”.



- 4) Read and accept the terms of the disclaimer.
- 5) Under “Tree Removal” select one of the “Tree Removal Permit” options.
  - Single-family lot: Trees located on residential lots including in planned developments
  - Other: Trees located in commercially zoned districts or common areas



- 6) Click “Continue Application” at the bottom of the screen to start filling out the application. To enter an address, enter the street number and the street name, and click “Search”. You can leave the additional fields blank.

**Note:** If the tree is located in a common area, i.e. there is no known street address, please contact staff at [Zoning@fairfaxva.gov](mailto:Zoning@fairfaxva.gov) or 703-385-7830 to determine the address or parcel number to enter.

*Street No.:	Start Fraction:	*Street Name:	Street Type:
10455		Armstrong	--Select--
City:	State:	*Zip:	
	--Select--		
Search		Clear	

- 7) The pop-up window will display the street address and parcel number, which should already be selected. At the bottom of the window, select a property owner, and click “Select” to continue. Click “Continue Application” on the main screen.

### Address Search Result List

×

#### Addresses

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Showing 1-1 of 1

Address	City	State	Zip
10455 ARMSTRONG ST, FAIRFAX VA 22030, 10455 ARMSTRONG ST	FAIRFAX	VA	22030

#### Associated Parcels

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Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
57 4 02 013 A			

#### Associated Owners

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Showing 1-2 of 2

Name	Address
CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030
CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030

Select Cancel

- 8) On the next screen you will be prompted to assign an applicant. You can either select a contact already associated with your account or assign the role of applicant to another person. To select from your account, click “Select from Account”, select the contact you want to use from the pop-up window, follow prompts to complete contact information, and click “Continue”. If you want to add a new contact as applicant, click “New”, add required contact information, and click “Continue”. Click “Continue Application” to proceed.

**Step 2: Applicant >**

\* indicates a required field.

### Applicant

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The applicant may be either the property owner or occupant/business owner with the owner's authorization. (The Compliance Affidavit form, signed by the owner, must be uploaded as part of this application at later step)

Click on "Select from Account" to use existing contacts in your account. Or click "Add New" to create additional contacts.

Select from Account

Add New

Save and resume later

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Public User	Tommy Scibilia
<input type="radio"/> Associated Owner		CITY OF FAIRFAX
<input type="radio"/> Associated Owner		CITY OF FAIRFAX

Continue

Discard Changes

### Contact Information

Please enter the required contact information (name, phone, email address) for the applicant or authorized agent for this project.

\*Individual/Organization:  
--Select--

\*First:  Middle:  \*Last:

\*Name of Business:

\*Primary Phone:  Phone 2:  Phone 3:

\*E-mail:

▼ Contact Addresses

Add Additional Contact Mailing Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

- 9) The next screen is where you will enter information about your project, including tree removal company information, number of trees to be removed, the reason for removal, and any related site plans (if applicable). If you do not yet know who the tree removal company will be, you can enter “TBD” in the name and email fields, and “000-000-0000” in the phone number field. Click “Continue Application” to proceed.

### TREE REMOVAL INFO

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#### TREE REMOVAL INFORMATION

\* Tree Removal Company/Person Name:

TBD

\* Tree Removal Company/Person Phone Number:

(000) 000-0000

\* Tree Removal Company/Person Email:

TBD

Tree Company's Field/Job Contact Person Name:

Tree Company's Field/Job Contact Person Phone Number:

Tree Company's Field/Job Contact Person Email:

\* Number of Trees to be removed:

2

\* Reason for Removal:

Trees are dying and are in danger of collapsing over house.

Plan Number (if applicable):

Save and resume later

Continue Application »

- 10) The next step is where you will add your required attachments. You will need to submit the following items with this application type. Note this list is not exhaustive, and more or fewer items may be needed for staff to complete their review:

- Tree location map with tree(s) to be removed labeled, as well as any labels needed to help staff locate the trees onsite such as nearest street address or other landmark. See an **example tree location map** at the end of this document.
- Photos of each tree requested to be removed.
- Owner Authorization Form which must be signed by the applicant and property owner or owner's agent.
  - **Note:** If the tree straddles a property line, all affected property owners must sign this form.

- 11) To upload Attachments, click “Add” at the bottom of the screen, click “Add” again in the pop-up window, select the documents for upload, and click “Continue”. Select the document type from the dropdown menu (note that certain document types are required to be selected in order to submit the application), enter a short description, and click “Save”. Click “Continue Application” to move to the next step.

\*Type: Authorization Document Remove

File:  
Authorization Form.pdf  
100%

\*Description:  
Authorization form

Save Add Remove All

Save and resume later Continue Application »

- 12) Review the next page with info on checking with HOA bylaws as applicable. Click “Continue Application”.

- 13) Review the summary page, agree to the certification, and click “Continue Application” to proceed.

I hereby certify that I have authority of the owner to make application that the information is complete, and that if a permit is issued, the construction and/or use will conform to the building code, the zoning ordinance and other applicable laws and regulations. He/She and the company organization named and represented herein is duly registered or exempt from registration in accord with the provisions of Chapter 7 of the Code of Virginia. I further certify that if I am acting as an agent for a properly licensed contractor, or contractor exempt from registration, I have his/her authority to apply for this application.

☒ By checking this box, I agree to the above certification. Date: 05/23/2025

Save and resume later Continue Application »

- 14) You will be prompted to pay the review fee. Click “Proceed to Payment” to pay with either a credit card or bank info.

**Application Fees**

Fees	Qty.	Amount
Tree-Other (not on single family lot)	1	\$75.00

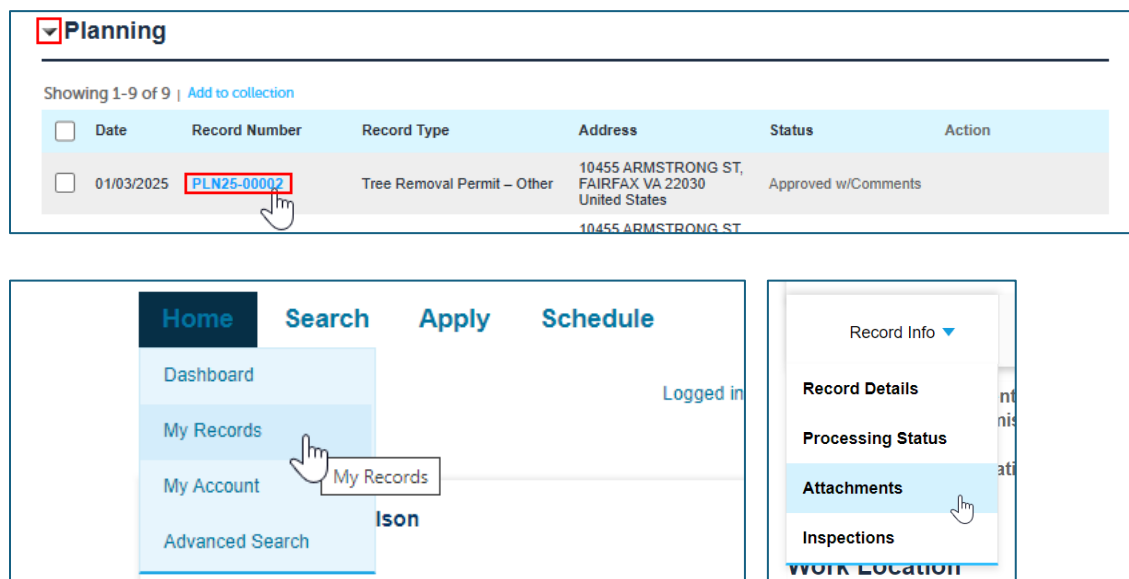
TOTAL FEES: \$75.00  
Note: This does not include additional fees which may be assessed later.

Continue to Payment »

- 15) Once payment is complete, a permit record number will be provided (“PLN...”). **If you do not see a record number, the application was not submitted and it will not be reviewed.**

**Note:** If the initial submission did not contain enough information for staff to assess what permits are needed, you will receive an email stating that the submission is incomplete, prompting you to resubmit with additional information or attachments (see separate guide: [How to Resubmit Applications](#)).

- 16) You will get emails from the portal throughout the review process letting you know if there is any action that needs to be taken.
- 17) Tree removal permits are currently being reviewed within 7-10 calendar days of application acceptance.
- 18) Once approved, you will receive an email from the permit portal instructing you that replacement tree planting must occur within 120 days of permit issuance (see [Inspections](#) section below). More information on what type of replacement tree(s) should be planted will be contained within the body of the permit itself.
- 19) To download the permit, navigate to “My Records”, click on the record number (“PLN...”) under the **Planning dropdown**, and navigate to “Attachments” under “Record Info”.



The image shows two screenshots from a web portal. The left screenshot shows the 'Planning' dropdown menu with a table of records. The right screenshot shows the 'My Records' navigation menu with a dropdown for 'Record Info'.

**Planning**

Showing 1-9 of 9 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	01/03/2025	<b>PLN25-00002</b>	Tree Removal Permit – Other	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Approved w/Comments	

10455 ARMSTRONG ST

**Home Search Apply Schedule**

Dashboard  
My Records  
My Account  
Advanced Search

Logged in

**Record Info**

Record Details  
Processing Status  
Attachments  
Inspections

WORK LOCATION

*End of section*

## Inspections

- 1) Once approved, you must plant replacement trees as outlined in the tree removal permit within 120 days of permit issuance.
  - **Note:** Planting is to occur either March to May or October to December during non-frozen soil conditions.
- 2) Photos of each planted tree must be uploaded to the record in the Permit Portal. To upload photos, login to the Permit Portal, navigate to the record by hovering over “Home” and clicking on “My Records”. Expand the “Planning” section and click “Edit” in the action column for the Tree Removal Permit record.

<input checked="" type="checkbox"/> <b>Planning</b>						
Showing 1-10 of 14   <a href="#">Add to collection</a>						
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	01/14/2025	PLN25-00005	Tree Removal Permit – Other	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States		<a href="#">Edit</a>

- 3) Update any information that needs to be updated by clicking “Edit” next to the relevant field on the summary page. To upload additional documents, see step 9 in the previous section.



- 4) On the summary page, agree to the certification, and click “Submit Updated Information”.
- 5) If after 120 days from permit issuance staff has not received photos of the replacement trees via the Permit Portal, staff will conduct a site inspection. If it is determined replacement trees were planted per permit conditions, no further action will be taken. If it is determined replacement trees have **not** been planted, you will receive an email from the portal and Zoning enforcement action will begin, starting with issuance of a Notice of Violation.

*End of section*

## Example Tree Location Map



*End of document*