



CITY OF FALLS CHURCH

DATE: May 25, 2018

TO: Tree contractors interested in doing business in the City of Falls Church

FROM: Katherine Reich, City Arborist

RE.: Annual permit to perform tree contracting services within the city limits of Falls Church

Any person or company soliciting or performing tree work within the City of Falls Church must first obtain a permit from the City Arborist. This permit is in addition to any other license or permit which may be required by the City or the State. The term of this permit, referred to as a “Tree Contractor License,” coincides with the City’s fiscal year (July 1st through June 30th); the Tree Contractor License must be renewed at the end of each fiscal year. To receive the entire year of licensing and to be included on the printed list, persons or companies intending to perform tree-related work must submit their license applications to the City by **June 22, 2018**.

The application for a Tree Contractor License includes the following items – all are required:

- Completed Application Form
- \$1,000 Surety Bond (notarized)
- \$25.00 Application Fee (plus \$2.50 technology fee)
- Certificate of Worker’s Compensation Insurance, with at least \$500,000 coverage
- Certificate of Commercial General Liability Insurance for at least the City’s minimum amounts: \$1,000,000 coverage for each occurrence and \$2,000,000 general aggregate

Completed Tree Contractor License application packages must be submitted to:

Development Services Counter
300 Park Avenue, Suite 300 West
Falls Church VA 22046
Fax: 703-246-5214

Upon approval of your **completed** application package, the City will mail your company a license card and include your company’s name on the City’s publicly available list of approved tree contractors.

It is the responsibility of the applicant to ensure completeness and accuracy of all application materials submitted, and to ensure that all application materials have been received. Copies of all application materials are available under “Arborists and Tree Contractors” on the City of Falls Church website at www.fallschurchva.gov/190/urban-forestry.

Tree Removal Permits and other applicable regulations:

It is the responsibility of all tree contractors to coordinate with the City Arborist (703-248-5183) to either obtain a tree removal permit or verify that one is not required, **prior to any tree removal work**. Such permits are in addition to the annual Tree Contractor License. A summary of tree permit requirements is below; complete City Code language pertaining to tree removal permits can be viewed on the City’s website under City Code, Chapter 44.

- City-owned trees within the street right-of-way (ROW) and other city properties are the sole responsibility of the City of Falls Church. The ROW width varies widely, from none to 15’ or more from the curb. Work of any kind on city-owned trees by homeowners or their contractors is generally **not** permitted. Unauthorized pruning, removal, or other treatment to City trees is subject to fines and other penalties or mitigation measures.
- Commercial, mixed-use, institutional and multi-family properties require permits for tree removals, but not for pruning. An approved permit must be available on site during the work.
- Single-family residential properties require tree permits **only in the following cases**:
 - Removal of any vegetation within 100 feet of a stream (Resource Protection Area)
 - Removal of trees for development/construction that requires a building permit, or
 - Any work on or near a Specimen Tree. The current list of Falls Church Specimen Trees is available on the City’s website at <http://www.fallschurchva.gov/203/Specimen-Trees>.

Tree removal on single-family properties that does not fall into one of the three cases listed above does not need a tree removal permit.

- If tree work will block any part of the street or sidewalk, a Right-of-Way Use Permit must be requested. In some cases, only a notification is required. The City’s ROW Use Permit application can be found under “Use of Public Streets” at <http://www.fallschurchva.gov/370/Licenses-Permits>.
- ***The City will not pick up brush, wood, stumps or other debris left by a contractor.*** Contractors will be held responsible for any debris they leave in the City right-of-way.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability call 703-248-5350.