

**Application for Modification  
Tree and Plant List for the City of El Paso**

**Guidelines**

1. Application can be obtained from the following City of El Paso departments: Engineering and Construction Management, Transportation, Parks and Recreation, or at the city website [http://www.elpasotexas.gov/development\\_services/apps\\_forms.asp](http://www.elpasotexas.gov/development_services/apps_forms.asp).
2. Application should be completed to the best of the applicant's knowledge, signed by the applicant and returned to: City of El Paso, Attn: City Arborist, Department of Transportation, 7968 San Paulo, El Paso, Texas 79907.
3. Applications received by the City Arborist will be reviewed for completeness and the City Arborist will follow-up with the applicant as needed.
4. The City Arborist may attach his/her recommendation to the Application for Modification.
5. The City Arborist will contact the Parks and Recreation Department and request that the Tree Subcommittee of the Parks and Recreation Advisory Board convene a meeting.
6. The Parks and Recreation Department will make meeting arrangements and distribute the application with the agenda.
7. The Tree Subcommittee will conduct any necessary research regarding the applicable species and provide a recommendation to "approve or disapprove" the Application for Modification at a scheduled meeting.
8. The Tree Subcommittee recommendation will be placed on the agenda of the next regularly scheduled meeting of the Parks and Recreation Advisory Board.
9. The Parks and Recreation Advisory Board shall act to provide a recommendation to "approve or disapprove" the Application for Modification of the Approved Tree and Plant List of El Paso.
10. Applicants and interested parties may attend the Tree Subcommittee and Parks and Recreation Advisory Board meetings and sign-up to speak in their behalf.
11. When inconclusive evidence is presented for inclusion of a species to the list, the Board may vote to establish a "Trial Period" for said species. The specification of the Trial Period will be established by the Tree Subcommittee and endorsed by the Parks and Recreation Advisory Board and shall be for a minimum of 36 months.
12. The Parks and Recreation Department will forward recommended revisions to the City Council for approval by resolution.
13. The Master Copy of the application form and the Master Copy of the Approved Tree and Plant List for the City of El Paso will be maintained by the City Arborist. The City Arborist will forward any amended lists to the Building Official and to the Engineering and Construction Management, Transportation, Environmental Services, and Parks and Recreation departments.
14. The Engineering and Construction Management Department Building Official will ensure that the current Tree and Plant List and current application form are on file and available at Building Permits and Inspections (previously Development Services) and uploaded to the City website.