

TO: Applicants for Tree Ordinance Review Applications

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Development Services Department

DATE: March 15, 2017

SUBJECT: Instructions for Online Application and Fee Payment

Overview

As of March 2, 2017, Tree Ordinance Review Applications (TORA) can be submitted and paid using Austin Build + Connect (AB+C). Since February 2017 there have been three significant changes to the TORA process:

- (1) [Residential TORA](#) is fully incorporated into residential Plan Review;
- (2) Digital permits have replaced the paper-based, hand-written permits; and
- (3) Online application and fee payment capabilities.

The online application process can be used for all TORA submittals **except** for requests associated with residential construction. Those requests must be submitted through the Residential Plan Review process and a separate TORA is not required.

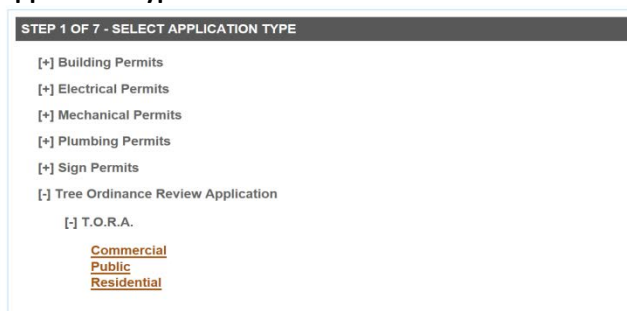
Instructions for new online TORA

First, an AB+C account must be created via the [Austin Build Connect](#) website. See this [document](#) for instructions on creating an account and using AB+C. Please complete the application as thoroughly and accurately as possible.

Step 1 of 7

Commercial, public, or residential refer to the tree(s) location.

Application Type



STEP 1 OF 7 - SELECT APPLICATION TYPE

- [+] Building Permits
- [+] Electrical Permits
- [+] Mechanical Permits
- [+] Plumbing Permits
- [+] Sign Permits
- [-] Tree Ordinance Review Application
 - [-] T.O.R.A.
 - [Commercial](#)
 - [Public](#)
 - [Residential](#)

Step 2 of 7

Select yourself as the applicant using the drop-down box.

STEP 2 OF 7 - SELECT TO APPLY	
Select	Type
<input type="text" value=""/>	Applicant *

Step 3 of 7

Provide a brief description of the proposed work. Please be as specific as possible.

STEP 3 OF 7 - QUALIFICATION/TYPE OF WORK
Enter the description and scope of work for this permit. *
<input type="text"/>

Step 4 of 7

This must be a real property address. Do not include street type. Multiple addresses cannot be used. Select search after entering the house/street number and street name. If the return yields multiple entries select the address with the best match.

PROPERTY SEARCH	
Enter all or some of the fields below to search for your property.	
If you are having trouble finding your address try typing in a portion of the address (Example: William instead of William Cannon). The search function will bring back all the addresses with the entered.	
House Number:	<input type="text" value="505"/>
Street Name:	<input type="text" value="Barton Springs"/>
<input type="button" value="Search"/>	

Step 5 of 7

Confirm the submitted information is accurate. If so, select “submit your application”. This online application portal is used for multiple permit types and some are ready to submit at this step. However, TORAs require a few additional steps.

STEP 5 OF 7 - PLEASE CONFIRM THE FOLLOWING DETAILS:

Application Type: Commercial

Application Date: Mar 06, 2017

SELECTED PROPERTIES

Address
505 BARTON SPRINGS RD 78704

Add a custom description (so you can tell it apart from your other applications):

[Back](#) [Submit your application](#)

Step 6 of 7

Complete this section to the best of your knowledge.

ADDITIONAL INFORMATION:

Type of Application: *

TREE ORDINANCE REVIEW

Reason for Request: *

Type of Work: *

TREE ORDINANCE REVIEW

Removal of Regulated Tree? * Yes No

Encroachment of Root Zone? * Yes No

Prune more than 25% of canopy? * Yes No

Tree Species: *

Location on Lot: *

Trunk Diameter: *

General Tree Condition: *

[Continue](#) [Save - Finish Later](#) [Cancel this Application](#)

Step 7 of 7

Please upload as much information as possible that communicates the application request. For dead, diseased, or imminent hazard trees submit at least two photos to validate the tree species and health or structure defect. If the condition is not obvious please include an ISA Tree Risk Assessment or a report containing similar content per the *ANSI A300 Part 9 Tree Risk Assessment* publication.

STEP 7 OF 7 - APPLICATION ATTACHMENTS
You currently have no attachments associated with this Application

UPLOAD NEW ATTACHMENT

Attachment Comment:

Attachment File (PDF or JPG only):

Billing Submittal

All applications will need to perform this task even if there are no fees associated, such as a request for a dead, diseased, or imminent hazard tree(s).

NEW APPLICATIONS SUMMARY		
Permit Number	Address	Fee Amount
2017-001377 TP	505 BARTON SPRINGS ROAD	\$0.00

Number of Application(s): 1

Application Submitted and Next Steps

City Arborist staff will conduct a completeness check to ensure the application is complete and ready for review. The applicant will be notified by e-mail if corrections are needed or if the application has been accepted for review. Once accepted for review, the applicant will be notified by e-mail on the outcome within 10 business days. If approved, you can access and print the permit from your AB+C account.