



# Significant Trees and Heritage Trees

## *Tree Removal or Excess Trimming Permit*

### **Instructions and Application**

#### Filing Requirements

A complete Tree Permit Application requires all of the following information and plans to be submitted or the application will not be accepted.

1. \$45.00 for one tree plus \$25.00 for each additional tree
2. Plot Plan: must be accurately scaled. This plan must show all of the following:
  - a. Show the exact location of each tree that is part of the application, with a note showing the circumference of the trunk at 4'6" above grade.
  - b. Show all other structures and improvements on the property (e.g. buildings, streets sidewalks, fences, retaining walls, etc.)
  - c. A table listing each Significant and Heritage Tree on the lot, including its species, height, caliper, age, and any historic significance.
  - d. If the permit is part of a larger development application, the location of all trees on the site must be plotted on the grading plans.

#### ***Sample Plot Plan Attached***

3. Photographs of the tree(s) to be removed or relocated.
4. If a tree is proposed to be relocated, the relocation site shall be identified. Site preparation, relocation methods, and viability of relocation, shall be provided in a report by a California Certified Arborist (or other tree specialist as approved by the Planning Director).
5. If the application pertains to a Heritage Tree or is associated with a development application, the required mailing labels for the property owner notification shall be provided by the applicant (100' radius for Heritage Tree on private/public property; 300' radius for development applications).

*If you have any questions, please contact the Planning Department*

Second floor of City Hall  
1444 W. Garvey Ave. South, Room 208  
West Covina, CA 91790  
(626) 939-8422

**APPLICATION**  
*Significant and Heritage Trees*

Tree Removal Permit No.: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Property Owner's Name (if not applicant): \_\_\_\_\_

Owner's address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Reason For Removal:** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

*\*Any tree declared diseased, infested, or dying shall be verified by a California Certified Arborist in a report. (In the case of a single-family homeowner or trees located on public property, the Superintendent of Maintenance Operations may provide this report)*

Species	Height	Diameter (@4'6")	Private or Public Tree?
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

*(Please attach additional list as necessary)*