



INSTRUCTIONS FOR FILING A TREE REMOVAL PERMIT

A tree permit is required when trees located on private and/or public property meets one or more of the following requirements:




- ◆ is located in the front yard of a lot or parcel and has a caliper of one (1) foot or more;
- ◆ is located in the street-side yard of a corner lot and has a caliper of one (1) foot or more;
- ◆ is located anywhere on the lot, has a caliper of six (6) inches, or more, and is listed under the Significant/Heritage Trees List (see pages 2-4).

All of the following must be submitted before the Planning Division can process the application:

1. **Application**
2. **Filing Fee**
 - a. \$255.00 for one (1) tree plus \$20.00 for each additional tree.
3. **Site Plan**
 - a. Site Plan must be accurately scaled.
 - b. 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.
 - c. Show all other structures and improvements on the property (e.g. buildings, streets side-walks, fences, retaining walls, etc.)
 - d. A table listing each Significant and Heritage Tree on the lot, including its species, height, caliper, age, and any historic significance.
 - e. 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.
4. **Photograph(s)** of the tree(s) to be removed and/or relocated.
5. 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).
6. If the application pertains to a Significant/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 foot radius for Heritage Tree(s) on private/public property; 300 foot radius for development applications).



SIGNIFICANT/ HERITAGE TREES LIST

COMMON NAME	IDENTIFICATION PHOTO	GENUS/SPECIES
VALLEY OAK		QUERCUS LOBATA
CALIFORNIA LIVE OAK		QUERCUS AGRIFOLIA
CANYON OAK		QUERCUS CHRYSOLEPIS






SIGNIFICANT/ HERITAGE TREES LIST

COMMON NAME	IDENTIFICATION PHOTO	GENUS/SPECIES
SCRUB OAK		QUERCUS DUMOSA
MESA OAK		QUERCUS ENGELMANII
INTERIOR LIVE OAK		QUERCUS WISLIZENII



SIGNIFICANT/ HERITAGE TREES LIST

COMMON NAME	IDENTIFICATION PHOTO	GENUS/SPECIES
CALIFORNIA SYCAMORE		PLATANUS RACEMOSA
AMERICAN SYCAMORE		PLATANUS OCCIDENTALIS
SOUTHERN CALIFORNIA BLACK WALNUT		JUGLANS CALIFORNICA



TREE REMOVAL PERMIT (TP) APPLICATION

A. **Planning Application Requested:**

- Tree Removal
- Excess Tree Trimming
- Other: _____

Case No.

B. **Property Information:**

Property Address: _____

Assessor's Identification Number (AIN): _____

Reason for Removal: _____

C. **Project Coordinator/Applicant Information:**

Name: _____ Title: _____

Address: _____

Phone: _____ E-Mail: _____

D. **Property Owner Information:**

Name: _____

Address: _____

Phone: _____ E-Mail: _____

(PLEASE CONTINUE TO THE NEXT PAGE)



TREE REMOVAL PERMIT (TP) APPLICATION

Tree Removal Permit No.: _____

Property 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?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			