

Submittal Checklist for

## PRIVATE TREE REMOVAL REQUEST

This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

APPLICATION FORM (One copy)     a) Cover Sheet with Applicant Signature.
<ul> <li>SUPPLEMENTAL APPLICATION (One copy)</li> <li>a) Findings for a Private Tree Removal.</li> <li>b) Tree Evaluation Report (optional, must be prepared by an arborist).</li> </ul>
<ul> <li>SITE PLAN (One copy of site plan, a minimum of 8.5" x 11", no larger than 11" x 17")</li> <li>a) North arrow and drawing scale.</li> <li>b) Project site address.</li> <li>c) Property lines.</li> <li>d) Existing structures with their uses labeled.</li> <li>e) Location of tree requested for removal. Show full tree canopy and setbacks from tree trunk to property line and structures. Number each tree if multiple trees are proposed for removal.</li> <li>f) Location of other trees and landscaped areas on property.</li> <li>g) Topography (when applicable, such as in hillside areas).</li> </ul>
<ul> <li>OWNERSHIP VERIFICATION (One copy)</li> <li>a) Copy of grant deed, utility bill or other proof of ownership.</li> <li>b) Written consent from property owner to authorize another representative (if applicable).</li> </ul>
<ul> <li>PHOTOS (One set)</li> <li>a) A minimum of four photos (varied angles) of the tree canopy including one from the public right-of-way. You may also include close-ups of any diseased branches or damaged structures.</li> </ul>
APPLICATION FEES
ADDITIONAL ITEMS: In addition, the following items may be required by the Planner for submittal:
☐ LANDSCAPE PLAN (Two sets - should include species, size and location of replacement trees)
☐ CERTIFICATE OF APPROPRIATENESS (for Landmark Tree removals)
□ OTHER ITEMS



# Supplemental Application for PRIVATE TREE REMOVAL REQUEST

PROJECT ADDRESS:			_
ZONING DESIGNATION:			
REASON FOR REMOVAL: (pro	ovide a separate reason for each tree	being removed)	
ARBORIST EVALUATION RE	PORT:		
submit the evaluation report (se	s recommended that a certified ar see attached form). If this report and val permit fee for single-family uses	d the tree evaluation fo	
APPLICANT/OWNER INFORM	IATION:		
Name of Applicant:		Company:	
Address:	<u>City:</u>	State:	<u>Zip:</u>
Phone Number: (day)	Fax Number:	E-mail:	
	erent from applicant)		
		State:	Zip:
	Fax Number:		
TREE INFORMATION: (comple	ete a separate request for each tree be	ing removed)	
	andmark ☐ specimen ☐ nati		
Tree Species:	·		
Common Name:			
	5 feet (DBH) above natural grade: _		
Height: 1	feet, Spread:	_ feet, Number of trunk	s:
	front yard, rear yard, or east/west/		
Distance of tree trunk the neare	est property line.		
the rules and regulations with resp	fy that I am the applicant or designate pect to preparing and filing this petition and the information attached are in a	for discretionary action,	and that the statements
Signature of Applicant or Agent	::		Date:

## Supplemental Application for

#### PRIVATE TREE REMOVAL REQUEST

#### FINDINGS FOR A PRIVATE TREE REMOVAL:

In order to approve an application for a tree removal, at least one of the six findings below must be made. Please provide information that justifies the approval of your request. Use additional sheets if more space is necessary to complete your response. See Section 8.52.075 of the Municipal Code - City Trees and Tree Protection Ordinance for any additional Code requirements. Approval of the removal of landmark and landmark-eligible trees shall follow the procedures for the removal of landmarks in Chapter 17.62 of the Zoning Code.

#### Findings:

- 1. Describe how/why there is a public benefit, or a health, safety or welfare benefit, to the injury or removal that outweighs the protection of the specific private tree. A public benefit means a public purpose, service or use which affects residents as a community and not merely as particular individuals (Section 8.52.020(V)).
- 2. Describe how/why the present condition of the private tree is such that it is not reasonably likely to survive.
- 3. Describe the objective feature of the private tree that makes it not suitable for protection as a specimen, native or landmark tree.
- 4. Describe how/why there is a substantial hardship to the property owner in the enjoyment and use of the real property if the injury or removal of the private tree is not permitted.
- 5. Describe how/why the protection of the private tree would constitute a taking of the underlying real property.
- 6. Describe how/why the project includes a landscape design plan that emphasizes a tree canopy that is sustainable over the long term by adhering to the adopted replacement matrix. "Project" means any proposal for new or changed use, alteration or enlargement of any structure that is subject to the Zoning Code. Alternatives to the replacement matrix may be considered. Consult with Section 8.52.075(C) for information. This finding does not apply to permits or approvals seeking removal of a landmark tree and landmark-eligible trees.

FOR STAFF USE ONLY				
Case #:	_ Total Fees Paid: \$	_ Date Received: _	Case Planner:	
Mtg./Decision Date:	Level of review required:	□ Director □	Historic Preservation Commission	□ Design Commission
☐ Hearing Officer ☐	Other			



# Supplemental Application for

### PRIVATE TREE REMOVAL REQUEST

### **ARBORIST EVALUATION REPORT:**

The following section is optional and not required as part of the submittal. However, in order to make findings for a tree removal, it is recommended that an arborist evaluation report be submitted. The arborist should complete one form per tree proposed for removal and attach a copy of their certification. Use additional sheets if more space is necessary to complete the responses. The arborist is not required to use this form, provided all of the information requested below is addressed.

ASCA/ISA Certified Arboris	st Name:			
Certified Arborist Number:		Inspection Date:		
TREE CHARACTERISTIC	S:			
Species:Genus	Species		Common Name	
Tree ID#: DBH:	# of trunks:	Height:	Spread:	
Age:	□ pollarded □ excessivel □ 0-10% □ 11-20% □ y:	over-mature/senesce  multiple prunir y thinned  none 21-30% over 30	nt ag events acabled/braced	
	ecay Test □ Canopy Inspe			
Tree Condition Summary:	cay rest 🗀 Carlopy Inspe	SCHOOL CIO	wii Excavation (iiinited)	



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SITE CONDITIONS:	
Landscape Type: □ lawn □ shrub area □ natural hillside □ parkway □ courtyard	
□ other	
Surroundings: $\Box$ Tree overhangs/extends to adjacent property $\Box$ Tree is causing damage to structure.	tures
□ other	
Irrigation conditions: □ none □ adequate □ inadequate □ excessive □ trunk wetted	
Irrigation type: □ spray □ drip □ automatic □ manual □ other	
Site Disturbance: ☐ none ☐ soil ☐ grade change ☐ construction ☐ chemical	
% dripline paved % dripline w/fill soil % dripline with grade lowered	
Soil Problems: □ none □ drainage □ shallow □ compacted □ saline	
□ alkaline □ acidic □ clay □ expansive	
Slope: □ none □ hillside under 20% □ hillside over 20% Slope aspect	
Site prone to wind: ☐ yes ☐ no Prevailing wind direction:	
Site Condition Summary:	
OVERALL SUMMARY AND RECOMMENDATION:	
	—
☐ Additional analysis attached ☐ Photographs attached	
<b>CERTIFICATION:</b> I hereby certify that I am a certified arborist and that I am familiar with the subject proper and the trees being requested for removal, and that the statements and answers contained herein and information attached are in all respects true and accurate to the best of my knowledge and belief.	
Signature of Arborist Date	