



Tree Removal Permit Application Checklist

It is the intent of the city to limit and restrict the removal of healthy and desirable trees in the city. Unless otherwise exempted, it is unlawful for any person to remove, damage or relocate or cause to be removed, damaged or relocated any tree within the city without first obtaining a tree removal permit. The review criteria that the City uses to approve or deny Tree Removal Permits is *on the backside* of this application form. Please review the Required Findings for Issuance of a Tree Removal Permit before proceeding.

- ☐ General application form and signed affidavits
- ☐ Permit fee¹:
 - ☐ **Tier 1** (1 to 3 trees) - \$560 per application
 - ☐ **Tier 2** (4 to 10 trees) - \$1,500 deposit with charges at the Fully Allocated Hourly Rates for all personnel involved plus any outside costs.
 - ☐ **Tier 3** (11+ trees) - \$3,000 deposit with charges at the Fully Allocated Hourly Rates for all personnel involved plus any outside costs.
- ☐ Completed Tree Permit Checklist
- ☐ Arborist Report by an International Society of Arboriculture (ISA) certified arborist including, but not limited to:
 - ☐ A site plan that identifies the location of each tree on-site addressed by the report, its root zone and canopy in relation to proposed development.
 - ☐ The physical identification of each tree on-site by numbered or colored tag that is attached to each tree and keyed to the report.
 - ☐ The size, species, health, and potential impacts anticipated by the proposed development.
 - ☐ Identify whether the tree is proposed for preservation, relocation, potential removal or removal.
 - ☐ Photographs of the tree(s) to be removed.
 - ☐ The number, species, size, location of each tree proposed for removal and that may potentially be affected by the proposed development.
- ☐ Project plans if associated with a development project.
 - ☐ On the plans, identify all existing and proposed site improvements and the location, root zone drip line, and canopy of each tree potentially affected.
- ☐ Replanting plan (All tree removals must be replaced at a 2:1 ratio).
 - ☐ Site plan showing the location and type of all replacement trees.
 - ☐ Irrigation and maintenance plan
- ☐ Other items and materials that the Planner determines as necessary to review the project. Please contact the Planning Division to determine if additional materials will be required.²

Statement on the reason for the requested action (if more space is required, attach a letter):

¹ Fee subject to current adopted fee schedule

² Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay in the application process.

Prior to contracting an ISA certified arborist's service, paying City review fees, and completing application materials, please review the required findings below to measure the circumstances of your tree removal request against the criteria that City staff and the Tree Committee will use to evaluate the request.

Required Findings for Issuance of a Tree Removal Permit

1. The tree is in poor condition and is in danger of falling within proximity to existing structures, high pedestrian traffic areas such as parking lots, playgrounds and pedestrian walkways, or interference with utility services that cannot be controlled or remedied through reasonable preservation and/or preventive procedures and practices; **or**
2. The tree is host to a plant, or insect, or other parasitic organism which endangers other adjacent healthy trees; **or**
3. The location of more than three trees conflicts with the construction of street or sidewalk improvements, storm drain, traffic signals or signs; **or**
4. The number of trees on the site is in excess of the number of healthy trees the site is able to support, based on such considerations as tree species, growth characteristics, general health of the stand, tree age, solar orientation and soil condition; **or**
5. The applicant outlines other clearly documented and compelling reasons for the removal or relocation of a tree which do not include the elimination of falling leaves or shade, or improving a view; **and**
6. The tree does not serve as part of a windbreak system, or assist in drainage or in the avoidance of soil erosion, or serve as a component of a wildlife habitat, or otherwise play a prominent role in maintaining the existing urban forest; **and**
7. Due to the tree's contribution to the aesthetic beauty of the area, the removal would not have a substantial detrimental effect on neighboring property values; **and**
8. If the removal request is concurrent with development plans for the property and the development plans indicate that it is necessary to remove or relocate the tree to enable reasonable and conforming use of the property which is otherwise prevented by the location of the tree.