

STANDARD TREE REMOVAL APPLICATION CHECKLIST
(The following items must be attached to the application)

Rev. 07/2016

FOR STREET TREES

<input type="checkbox"/>	1.	Bureau of Engineering A-permit (All driveway A-permits must include the notation "Driveway cannot be relocated").
<input type="checkbox"/>	2.	Plot Plans – Trees to be removed MUST be highlighted.
<input type="checkbox"/>	3.	Clear color photos of entire tree and/or damaged sidewalk (if repairing the sidewalk).
<input type="checkbox"/>	4.	Any further information that preparer of the City opines is pertinent to the project.

FOR PROTECTED PRIVATE PROPERTY TREES

Three (3) hard copies of the Protected Tree Report (PTR) shall be submitted and reviewed at the counter containing the following required information. (Los Angeles Municipal Code (LAMC) Section 17.02)

	1.	"Tree Expert" A person with at least four (4) years of experience in the business of transplanting, moving, caring for and maintaining trees and who is (a) a certified Arborist with the International Society of Arboriculture and who holds a valid California license as an Agricultural Pest Control Advisor or (b) a Landscape Architect or (c) a registered consulting Arborist with the American Society of Consulting Arborists. (Amended by Ord. No. 177, 404 Effective 04/23/06)			
	2.	By whom the PTR is prepared.	<input type="checkbox"/>	3.	For whom the PTR is prepared.
	4.	PTR location address with short with short geographic description.	<input type="checkbox"/>	5.	Date PTR is prepared.
	6.	Date PTR field inspection.	<input type="checkbox"/>	7.	PTR purpose.
	8.	Table of Contents.	<input type="checkbox"/>	9.	Project Description and background.
	10.	Square footage of the entire property and footprint square footage of the existing and proposed new structures.			
	11.	Field observations.			
	12.	Findings.			
	13.	Recommendations.			
	14.	Trees tagged and numbered.			
	15.	Mitigation (optional, <u>City of Los Angeles proscribes mitigation for any protected tree removal approval</u>). The ordinance states the mitigation shall "approximate the value" of the removed trees. The current Board of Public Works policy has increased the minimum requirements for protected tree replacement to 4:1. The Bureau determines tree value or a group of trees in context with their environment.			
	16.	Protected tree construction impact guidelines.			
	17.	Matrix (spreadsheet) summarizing field observations of all protected tree(s) on subject property and any offsite protected trees that may be impacted by project number (trees to be field tagged, provide code for offsite trees, i.e. OS#1), tree species, tree height, diameter, spread, physical condition, (i.e. declining, drought stressed, twig dieback, etc.), suggested treatment, tree rating, any other related information.			
	18.	Matrix of proposed protected tree removals.			
	19.	Matrix of proposed protected trees to remain.			
	20.	Color photographs of all protected tree(s) (multiple trees may be shown on a photo if there is some method to differentiate between individual trees).			
	21.	24-inches by 36-inches Topographical map (Construction drawing) with all protected trees plotted (as close to real positions as possible, survey not required). Trees shall be color-coded, either highlighted or CAD as follows: Quercus spp (yellow), Platanus racemose (blue), Umbellularia californica (green), Juglans californica (orange). All proposed protected tree removals shall be circled in red. Approximate canopy spread should also be included. Included on the plan shall be the footprint of any proposed buildings, walls, patios, pools, etc. Also, to be included on plan is lot and proposed building(s) square footage.			
	22.	Landscape plan showing locations of all replacement trees on a 4:1 basis with the tree stock size to be determined by the City. This plan shall be species color coded as per item 21.			
	23.	Verification of current licenses and certifications.			
	24.	Any further information that preparer or the City opines is pertinent to the project.			
	25.	Arborist's opinion whether naturally occurring or planted.			
	26.	Pictures of protective fencing around the trees to be protected in place.			
	27.	Reason for removal include pictures of damaged parts of tree if applicable.			
	28.	Must be in a 3-ring binder if large amount of pages.			
	29.	Final version of CEQA documents (CE, ND, MND, EIR) in electronic format if lengthy/large size.			
	30.	Digital copy of all submissions.			



Quality • Timeliness • Efficiency

**APPLICATION FOR A
TREE REMOVAL PERMIT**
CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS

**BUREAU OF STREET SERVICES
URBAN FORESTRY DIVISION**
1149 S. BROADWAY, SUITE 400, LOS ANGELES, CA 90015
TEL: 213.847.3077

You **MUST** first call (800) 996-2489 to obtain a Service Request Number (Application #): _____
(AVERAGE PROCESSING TIME IS 90-120 DAYS) Application Number

Property Address: _____
(Print Clearly) Number Street Name City State Zip Code

Property Owner's Name: _____
First Last

Property Owner's Contact Information: _____
Tel. No. Including Area Code Email Address

Total number of tree(s): _____ and specific reason for tree removal _____
(Damaged sidewalk, driveway installation, street widening, City Planning condition.)

tree in proposed foot print of the structure or dead tree. If it is a sewer line replacement issue, a sewer connection permit from the Bureau of Public Works Engineering is required.)

Property Owner's Representative/Agent: _____
First Last

Company Name: _____

Address: _____
Number Street Name City State Zip Code

Contact Information: _____
Tel. No. Including Area Code Email Address

If the tree removal is approved and any fees due have been paid, the permit should be made out to:

Name: _____

Email or Mailing Address: _____

- ☐ **This is a standard application for street trees.** Please complete the attached check list.
- ☐ **This is a standard application for protected trees.** Please complete the attached checklist. If mailing PTR documents, you **MUST** include a self-addressed stamped envelope for returns.
- ☐ **This application pertains to a Subdivision/Land Development case.** Please complete the checklist and attach the following:
1. B-permit number, plot plans, conditions of approval and final version of CEQA Documents. All documents **MUST** be attached to this application. If mailing documents, you **MUST** include a self-addressed stamped envelope for returns.
 2. Project title and case number: _____
(ZA, TR, CPC, DIR, VAC, PM, DOT, APC)

I am submitting this application along with the attached checklist (as indicated above) and required documents to the above address. I understand that submittal of this application does not guarantee an approval for a tree removal permit. If the tree removal permit is granted, I understand I will be required to replace the removed tree(s) at a ratio provided by the Urban Forestry Division and pay any outstanding planting, removal and/or permit fees.

Date

Property Owner's Signature

Print Name