

CITY OF SOUTH PASADENA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

1414 MISSION STREET, SOUTH PASADENA, CA 91030 (626) 403-7240

PRIVATE PROPERTY TREE TRIMMING PERMIT APPLICATION

*This permit applies to Oak trees and native California species only.  
Please submit site plan if more than three (3) trees are involved.*

PERMIT FEES:

Inspection: \$141.00

Permit: \$75.00

PERMIT NO: 2621

JOB SITE: 632 Alta Vista Circle

PROPERTY OWNER'S NAME(S): Margaret Lee PHONE: Pers-Med-Similar

ADDRESS: 632 Alta Vista Circle

CONTRACTOR'S NAME: allum - Discount Trees

ADDRESS: \_\_\_\_\_ PHONE: (323) 713 3167

CITY BUSINESS LICENSE NO: 112 0122

TREE INFORMATION:

(1) Type/Variety: oak Size of Tree: \_\_\_\_\_  
(trees 4" in diameter or greater are considered Mature trees.) (diameter of tree is measured 4' from base of trunk)

Proposed trimming percentage of live foliage: 10 % Location of Tree: driveway  
(specific location on property, i.e. front/side/back yard)

Description of Proposed Work: cut back oak for visibility  
(include all conditions warranting the proposed work.)

(2) Type/Variety: \_\_\_\_\_ Size of Tree: \_\_\_\_\_  
(trees 4" in diameter or greater are considered Mature trees.) (diameter of tree is measured 4' from base of trunk)

Proposed trimming percentage of live foliage: \_\_\_\_\_ % Location of Tree: \_\_\_\_\_  
(specific location on property, i.e. front/side/backyard)

Description of Proposed Work: \_\_\_\_\_  
(include all conditions warranting the proposed work.)

(3) Type/Variety: \_\_\_\_\_ Size of Tree: \_\_\_\_\_  
(trees 4" in diameter or greater are considered Mature trees.) (diameter of tree is measured 4' from base of trunk)

Proposed trimming percentage of live foliage: \_\_\_\_\_ % Location of Tree: \_\_\_\_\_  
(specific location on property, i.e. front/side/back yard)

Description of Proposed Work: \_\_\_\_\_  
(include all conditions warranting the proposed work.)

**APPLICANT AGREES TO THE FOLLOWING CONDITIONS WHEN TAKING OUT A PERMIT.**

- (1) It shall be unlawful for any person to damage or cause to be damaged any heritage, mature Oak tree, or mature native tree located within the City per City Code Section 34.3(d). Damages could result in severe penalties including possible replacement trees of like-size when a tree does not recover from damages; or misdemeanor charges, per City Code Section 34.12(a)(b).
- (2) Topping of any tree is strictly prohibited.
- (3) Conditions must exist to warrant any trimming or pruning greater than 10%. After initial inspection of the site, a City inspector will approve the percentage of live foliage which may be trimmed.
- (4) **Oak tree** trimming season is from June 1st to September 30<sup>th</sup>.  
Only *hazard* trimming of **Oak trees** will be allowed from October 1<sup>st</sup> through June 30<sup>th</sup>.

APPLICANT SIGNATURE

Pers-Med-Similar

DATE:

9/25/24

*For City use only*

1. Approved or Denied

Type/Variety Inspected: \_\_\_\_\_

Percentage of Live Foliage for Trimming: \_\_\_\_\_% Size of Tree: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

2. Approved or Denied

Type/Variety Inspected: \_\_\_\_\_

Percentage of Live Foliage for Trimming: \_\_\_\_\_% Size of Tree: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

3. Approved or Denied

Type/Variety Inspected: \_\_\_\_\_

Percentage of Live Foliage for Trimming: \_\_\_\_\_% Size of Tree: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

# Redaction Log

Total Number of Redactions in Document: 2

## Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	Pers-Med-Similar	The provided document(s) have been redacted and/or the City is withholding records from disclosure, in whole or in part, because disclosure of personnel, medical or similar files constitutes an unwarranted invasion of personal privacy, pursuant to Government Code Section 7927.700. In addition, such information is protected by the privacy provisions of Article I, Section 1 of the California Constitution, incorporated into the Public Records Act exemptions through California Government Code Section 7927.705.	1
2	Pers-Med-Similar	The provided document(s) have been redacted and/or the City is withholding records from disclosure, in whole or in part, because disclosure of personnel, medical or similar files constitutes an unwarranted invasion of personal privacy, pursuant to Government Code Section 7927.700. In addition, such information is protected by the privacy provisions of Article I, Section 1 of the California Constitution, incorporated into the Public Records Act exemptions through California Government Code Section 7927.705.	1