

## CONSTRUCTION PROJECT TREE INFORMATION

The City of South Pasadena has regulations to protect trees<sup>1</sup>, including those on private property. Construction projects are reviewed for their potential effects on trees located on both the subject property and neighboring properties. This review is also mandated by State law [the California Environmental Quality Act –CEQA]. Trees will be reviewed by the Public Works department as part of the City's review of the formal project submittal (for Design Review, a Certificate of Appropriateness, a Hillside Development Permit, etc.)<sup>2</sup>. Trees are also reviewed for smaller projects (such as swimming pools, driveways, fences, etc.). *Applications that lack the required tree details will not be reviewed until these are provided in full.*

**The following details are required on either a separate tree plan or on the site plan:**

1. 1/8" scale (or larger)
2. All property lines
3. Footprint of existing structures
4. Area of addition/s (or new construction if a new project)
5. Area/s of any new driveways, parking areas, decks, swimming pools, etc.
6. Locations of all<sup>3</sup> Mature, Heritage, Significant, oak or native trees on the lot<sup>4</sup>
7. Locations of all trees on neighboring properties within 15' of the area of proposed construction (measured from the closest point of construction to the closest point of the tree canopy). [This is to ascertain the possible impact on root systems and overhead limbs.]
8. All trees are to be numbered.
9. Indicate any trees that will be removed or trimmed to accommodate the proposed project.
10. Show the canopy of each tree (accurately drawn to scale—do not use generic CAD templates).
11. Provide a table:

Tree number	Species	DBH (Diameter at breast height [4' above the ground])	Effect of project (remove, trim, protect, none, etc.)
2	Italian cypress	10"- 30"	Remove tree poor condition

12. Provide an aerial photo (Google Earth or similar) of the lot and adjacent lots.
13. Arborist's report. If an arborist has already evaluated the trees, please provide a copy of this report.  
Note: The City may require an arborist's report, depending on the types/sizes of trees and the impact of the proposed project on them.

Because trees can also be affected by construction activity, the following information should be provided as soon as it is available. (These specific details may not be available until the construction phase of the project [so must be shown on the construction drawings], but the City strongly recommends that these potential impacts are taken into consideration during the design phase of the project.) The Planning department will advise if these details are required prior to project approval.

- a. Show the path/s of travel for construction vehicles (trucks, concrete trucks, etc.)
- b. Indicate any areas where a crane/lift truck, etc. will operate (this could impact tree limbs)
- c. Indicate any areas where dumpsters, building materials, etc. will be stored during construction

Tree removals require a Tree Removal Permit. Fees apply, and the City's tree ordinance requires that replacement trees be planted (or in-lieu fees paid to the City). Details of this process can be obtained from the Public Works department (626 403 7240)

<sup>1</sup> The City's tree regulations can be found at <http://www.qcode.us/codes/southpasadena/view.php?topic=34&showAll=1&frames=on>

<sup>2</sup> It is strongly recommended that homeowners discuss proposed projects with the Public Works department early in the design process. Trees can be affected by construction activity (for example, cranes can damage tree limbs; heavy trucks can damage roots, excavation for foundations or swimming pools can cut roots, etc.). And certain costs (permit fees and replacement trees) apply for tree removal. Early identification of these issues may allow the project to be designed as to avoid impacting trees, which are a valuable natural resource.

<sup>3</sup> Most project submittals only require that the listed trees be shown. The City will advise if additional trees must also be shown.

<sup>4</sup> See reverse for further information (SPMC 34.1)

**CITY OF SOUTH PASADENA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION**

**1414 Mission Street - South Pasadena - CA 91030 - 626-403-7240**

**PRIVATE PROPERTY TREE REMOVAL/REPLACEMENT PERMIT APPLICATION**

*Please submit site plan if more than three (3) trees are involved.*

PERMIT FEES: Inspection: \$154.50 plus

Permit: \$121.50

PERMIT NO. \_\_\_\_\_

JOB SITE: 1325 Monterey Road South Pasadena

PROPERTY OWNER'S NAME(S): Vestry of St. James Episcopal chrh PHONE: Pers-Med-Similar

ADDRESS: 1325 Monterey Road, South Pasadena CA 91030

CONTRACTOR'S NAME: Bergman KPRS

ADDRESS: 2850 Saturn Street PHONE: 714 924-7021

CITY BUSINESS LICENSE NO: \_\_\_\_\_

**Trees 4" in diameter or greater are Mature Trees - Include all conditions warranting the removal  
Please Submit plan if more than three (3) trees are involved**

(1) Type/Variety: Italian Cypress Size of Tree: DBH 10" H 30'- W 3'

Location of Tree: Adjacent to parking lot at southeast corner next to trash enclosure  
(specific location on property, i.e. front/side/back yard)

List Reasons for requesting this tree removal: Tree is in poor condition- needs to be removed for new electric  
(include all conditions warranting the proposed work.)  
service installation

Tree is located in 2' x 4' planter and lifting asphalt and concrete preventing drainage from parking lot

(2) Type/Variety: Italian Cypress Size of Tree: DBH 10" H 30'- W 3'

Location of Tree: Adjacent to parking lot at southeast corner next to trash enclosure  
(specific location on property, i.e. front/side/back yard)

List Reasons for requesting this tree removal: is in poor condition- needs to be removed for new electric  
(include all conditions warranting the proposed work.)  
service installation

Tree is located in 2'-x 4" planter and lifting asphalt and concrete preventing drainage from parking lot

(3) Type/Variety: \_\_\_\_\_ Size of Tree: \_\_\_\_\_

Location of Tree: \_\_\_\_\_  
(specific location on property, i.e. front/side/back yard)

List Reasons for requesting this tree removal: \_\_\_\_\_  
(include all conditions warranting the proposed work.)

**PRIVATE PROPERTY TREE REMOVAL/REPLACEMENT PERMIT CONDITIONS:**

- (1) Conditions must exist to warrant the removal of any mature tree. Healthy trees which are not causing a hardship on the property owner shall not be approved for removal.
- (2) Tree removals will include complete removal of the stump and backfill of the hole.
- (3) For every tree approved for removal, multiple replacement trees must be planted anywhere on the owner's property or on City's property upon City's approval. For replacement tree(s) planted in the parkway, root barriers will be required to control the root system. The size of the replacement tree(s) is (are) based on the diameter of the trunk and they type/variety of the approved tree(s) for removal. The replacement three(s) must be a minimum of 24" box size or as specified by the Engineering Division.
- (4) Replacement trees must be planted within 90 days of the **issuance date on the permit**.
- (5) Prior to planting the replacement trees, a final inspection must be conducted by the City inspector to verify conformance with tree replacement requirements. Please call to schedule an appointment at (626) 403-7370, Monday through Friday, 7:30 a.m. to 4:00 p.m.
- (6) **A 100-foot radius map and mailing labels shall be required to provide public notice of the tree removal. Residents within a 100-foot radius of the property shall be given 15-days to comment on the tree removal prior to issuance of the permit.**

Pers-Med-Similar

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: 1/30/2024

*City use only*

1. Recommended for Approval or Denial Type/Variety Inspected: \_\_\_\_\_

Size of Tree: \_\_\_\_\_ Replacement Tree Size: \_\_\_\_\_ Qty: \_\_\_\_\_ Due by: \_\_\_\_\_

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

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

2. Recommended for Approval or Denial Type/Variety Inspected: \_\_\_\_\_

Size of Tree: \_\_\_\_\_ Replacement Tree Size: \_\_\_\_\_ Qty: \_\_\_\_\_ Due by: \_\_\_\_\_

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

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

3. Recommended for Approval or Denial Type/Variety Inspected: \_\_\_\_\_

Size of Tree: \_\_\_\_\_ Replacement Tree Size: \_\_\_\_\_ Qty: \_\_\_\_\_ Due by: \_\_\_\_\_

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

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

## Redaction Log

Total Number of Redactions in Document: 2

### Redaction Reasons by Page

Page	Reason	Description	Occurrences
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
3	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