



TREE REMOVAL APPLICATION

I. INTRODUCTION: No native oak, sycamore, deodar cedar, Chinese elm or California pepper tree with a trunk measuring 12 inches or more in diameter (as measured at a point four feet [4'] from the ground surface at the natural grade) on private property shall be removed without a Tree Removal Permit issued by the City. Where a tree trunk is divided below four feet above grade, the diameter of all trunks (as measured four feet from the natural grade) shall be summed to determine tree diameter.

The Community Development Director has the authority to approve the removal of up to two trees on any given residential property, provided the trees are not “heritage” trees, and up to one tree on commercial property. Removal of two or more trees on a commercial property, three or more trees on residential property, or one or more “heritage” trees, requires approval of the Planning Commission. Heritage trees are protected species with a trunk diameter of thirty-six inches (36”) or more. Heritage trees also require completion and submittal of an Initial Study form.

You may view the ordinance (Chapter 4.26 of the Municipal Code) on-line at <http://qcode.us/codes/lacanadaflintridge/> or contact the Planning Department at (818) 790-8881 to obtain a copy of the Ordinance in order to be aware of the City's regulations before preparing your proposal.

This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your request. You are also encouraged to contact the Planning Department if you have any questions about your project or the application process.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the Planning Department when applying for a Tree Removal Permit:

A. Attached Forms:

1. **Project Application Form**
2. **Supplemental Application Form** - including a description of the size and type of tree(s) to be removed, and their general location.
3. **Property Owner's Affidavit**
4. **Initial Study Questionnaire** (if needed) – to be filled out by applicant if a heritage tree is to be considered for removal.

B. Other Materials:

1. **Photos** – one (1) set of photographs of the tree(s).
2. **Application fees** – the amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Cañada Flintridge.



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III. PROCESSING YOUR APPLICATION:

- A. **Application Submittal.** After you have filled out the application, bring it, with the required fee (if needed), to the Planning Department. You will receive a case number for your project and a receipt for your fee payment.
- B. **Staff Review of Application for Completeness.** The Planning Staff will advise you if the application packet is missing any required information.
- C. **Director's Action.** Your request will be reviewed by the Director of Community Development or his designee for conformity with the standards, thresholds and intent of the Ordinance. You will be notified in writing of the Director's decision. The project could be approved, approved with conditions, or forwarded to the Planning Commission for public hearing.
- D. **Appeal.** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the Planning Commission. Information regarding the appeals process is available at the Planning Department.

TR#

City Date Stamp

IV. FEES:

Tree Removal Permit: \$100.00

Notes:

- (1) A \$750 deposit will be required for the city to hire a California Certified Arborist to inspect the subject tree(s) and a second \$750 deposit may be required for an engineer's report.
- (2) A (*Mitigated*) Negative Declaration will be required for trees with a diameter of 36" or more – a separate \$1,000 deposit will be required.
- (3) Two County Posting Fees (\$150) will be required if Environmental Review is required (posting Notice of Intent and posting Notice of Determination).
- (4) A Hearing Notice Fee (\$150) will be required if Environmental Review is required.

Separate check shall be required later:

County Posting Fee:	\$75.00 (payable to L.A. County Recorder)
Environmental Impact Report:	\$2,792.25 (payable to Dept of Fish & Game)
Negative Declaration:	\$2,010.25 (payable to Dept of Fish & Game)

V. **APPLICANT:** _____

Name	Telephone No.	Fax No.
Street Address	City, State	Zip Code



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VI. PROPERTY OWNER: _____
Name Telephone No. Fax No.

Street Address City, State Zip Code

VII. STREET ADDRESS: _____

VIII. SUBJECT PROPERTY IS:

- _____ Single Family Residence
- _____ Vacant Single Family Residential Property
- _____ Commercial or Multi-family Residential. Contact the Community Development Department for additional instructions

IX. TREES TO BE REMOVED: Please indicate the number of each species of tree to be removed and the trunk diameter (not circumference) as measured four feet (4') above the ground. If a tree has more than one trunk, the diameter should be the combined diameter of all trunks at four feet above ground.

- _____ oaks of _____ diameter (list each tree's diameter)
- _____ sycamores of _____ diameter (list each tree's diameter)
- _____ deodar cedars of _____ diameter (list each tree's diameter)
- _____ Chinese elms of _____ diameter (list each tree's diameter)
- _____ California peppers of _____ diameter (list each tree's diameter)
- _____ other (for properties other than single-family residential) – list tree type and size:

X. REASON FOR REMOVAL:

XI. LOCATION OF AFFECTED TREES: Indicate the approximate location of trees to be removed. Show these in relation to the approximate locations of any structures, driveways, pools, etc. For irregular shaped lots, please show any significant lot contours, cul-de-sac entries, or flag strip driveways. For any proposed expansion which will require removal of trees, please show area of expansion.



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Site Layout Drawing

XII. PROPERTY OWNER'S AFFIDAVIT:

As owner of the above described property, I/we affirm that the statements and answers contained herein and the information and plans submitted are in all respects true and correct to the best of my/our knowledge and belief.

Executed this _____ day of _____, 20_____

(REQUIRED) Property Owner's Signature

XIII. INITIAL STUDY QUESTIONNAIRE:

The City requires the following information so that it may review your project under the requirements of the California Environmental Quality Act (CEQA). Please fill out this Initial Study Questionnaire and submit it with your project application form. Use additional sheets, as needed. For additional information, please call (818) 790-8881.

A. Present use of site:

B. Present zone designation: _____



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C. Gross area of site (Include any easements located within property lines)

_____ Acres _____ Square Feet

D. Project Description. Are you doing something else on the site in conjunction with the tree removal? Are there other applications involved? Describe:

E. If the project is on non-residential property, answer the following:

1. Total Floor Area of All Buildings _____

2. Number of Buildings and Number of Floors per Each Building

3. Total Projected Number of Employees _____

4. Operating Hours _____

5. Maximum Number of Employees per Shift:

Day _____ Swing _____ Graveyard _____

F. Area devoted to structures (Footprint of All buildings)

_____ Acres _____ Square Feet _____ % of Lot Area

G. Area devoted to open space (Lot Area Minus Footprint)

_____ Acres _____ Square Feet _____ % of Lot Area

H. Environmental setting. Describe the surrounding properties. Discuss topography and slope characteristics, plants and animals and any cultural, historical or scenic aspects. Indicate the types of surrounding land uses (residential, commercial, open space) and the intensity and the scale of development (one and two-story single family homes, high-rise hospital, strip commercial). Attach additional sheets, if necessary.



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I. Will the project require any grading? Yes No

If yes, how many cubic yards of materials will be moved? _____

Will the earth movement be balanced on the site? Yes No

If grading will require the addition or removal of material, where will the material be obtained from or deposited?

J. Are there any identifiable landslides or other major geologic hazards on the property? Include areas of compacted fill.

K. Are there any natural drainage courses, springs, ponds, etc., on the property?

L. Will any natural water courses, surface flow paths, etc., be changed through implementation of the project?

M. Is sewer presently available to the site? Yes No

N. If sewers are not available, what type of disposal system will be used?