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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 #): Application Number (AVERAGE PROCESSING TIME IS 90-120 DAYS)

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:

- Checkboxes for application types: standard for street trees, standard for protected trees, and subdivision/land development case. Includes numbered list of requirements for the subdivision case.

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

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)	
<input type="checkbox"/>	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)
<input type="checkbox"/>	2. By whom the PTR is prepared.
<input type="checkbox"/>	3. For whom the PTR is prepared.
<input type="checkbox"/>	4. PTR location address with short with short geographic description.
<input type="checkbox"/>	5. Date PTR is prepared.
<input type="checkbox"/>	6. Date PTR field inspection.
<input type="checkbox"/>	7. PTR purpose.
<input type="checkbox"/>	8. Table of Contents.
<input type="checkbox"/>	9. Project Description and background.
<input type="checkbox"/>	10. Square footage of the entire property and footprint square footage of the existing and proposed new structures.
<input type="checkbox"/>	11. Field observations.
<input type="checkbox"/>	12. Findings.
<input type="checkbox"/>	13. Recommendations.
<input type="checkbox"/>	14. Trees tagged and numbered.
<input type="checkbox"/>	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.
<input type="checkbox"/>	16. Protected tree construction impact guidelines.
<input type="checkbox"/>	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.
<input type="checkbox"/>	18. Matrix of proposed protected tree removals.
<input type="checkbox"/>	19. Matrix of proposed protected trees to remain.
<input type="checkbox"/>	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).
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	23. Verification of current licenses and certifications.
<input type="checkbox"/>	24. Any further information that preparer or the City opines is pertinent to the project.
<input type="checkbox"/>	25. Arborist's opinion whether naturally occurring or planted.
<input type="checkbox"/>	26. Pictures of protective fencing around the trees to be protected in place.
<input type="checkbox"/>	27. Reason for removal include pictures of damaged parts of tree if applicable.
<input type="checkbox"/>	28. Must be in a 3-ring binder if large amount of pages.
<input type="checkbox"/>	29. Final version of CEQA documents (CE, ND, MND, EIR) in electronic format if lengthy/large size.
<input type="checkbox"/>	30. Digital copy of all submissions.