

## REQUESTING A TREE REMOVAL PERMIT

Department of Public Works' policy is directed towards the preservation of all parkway trees and does not provide for removal unless the tree is dead or cannot be trimmed and/or root pruned to be made safe. Alternative methods and options to removal are explored prior to considering potential tree removal. However, under certain circumstances, a tree removal permit may be considered.

Circumstances where a permit may be considered are:

1. Off-grade sidewalk replacement.
2. Sewer line replacement, relocation, or installation.
3. Water main or natural gas line repair, relocation, or installation.
4. Off-grade driveway or driveway apron replacement.
5. New driveway installation or relocation of an existing driveway.
6. Structure construction requiring tree removal.

If a removal permit is requested, please contact the Service Request Section at (800) 996-CITY (2489) or submit your on-line request via the web site <http://bss.lacity.org/request.htm>. For the hearing impaired, the number to call is 3-1-1. It is important to give complete information such as the correct address of the location of the tree(s), correct mailing address with zip code, and a daytime phone number (indicate if this is a work number).

In order to process the request, a completed tree removal application should be submitted to us. Additionally, the Bureau may need the following documentation:

1. Class "A" Permit for replacement of a sidewalk or driveway (obtained from one of four Bureau of Engineering district offices at <http://eng.lacity.org/permits/>)  
**Bureau of Engineering Offices:**  
**201 North Figueroa Street 3rd Floor, Los Angeles, CA 90012, (213) 482-7030**  
**638 S. Beacon Street, San Pedro, CA 90731, (310) 732-4677**  
**6262 Van Nuys Blvd., Suite 251, Van Nuys, CA 91401-2615, (818) 374-5090**  
**1828 Sawtelle Boulevard, 3rd Floor, Los Angeles, CA 90025-5516, (310) 575-8384**
2. Class "BC" Permit for new construction stating the conditions that require tree removal (Bureau of Engineering).
3. Sewer line (S) permit (Bureau of Engineering).
4. Excavation permit for water main or natural gas line (Bureau of Engineering).
5. Notice from proper agency that a tree requires removal due to interference with a utility vault or line that cannot be relocated.

Other pertinent information that may be required:

1. If you are not the legal owner or you are an agent acting for the legal owner, a completed Property Owner's Authorization for Tree Removal form is required (obtained from the Urban Forestry Division Representative).
2. Plot plan depicting the location of the tree(s) or,
3. Site plan depicting the location of the tree(s).
4. Photographs of the tree(s) to be removed and the damage created by the tree(s).
5. Formal request detailing reasons for removal(s).

Completed tree removal applications with pertinent documentation shall be forwarded to the appropriate investigator for inspection of the location. If you do not receive an application within two weeks of your request, please contact the Service Request Section (800-996-2489) and request to speak to the Permit Section of the Urban Forestry Division.

City policy requires all tree removals be replaced on a 2:1 basis for street trees and 4:1 basis for protected private property trees. Replacement trees will be required to be on-site whenever possible. The investigator will determine the replacement tree species and location.

Following the Urban Forestry Division's inspection a report will be drafted and sent to the Board of Public Works for review. If the Board approves the request and upon receipt of permit fees (if applicable), the permit will be issued to you. The replacement tree species and size will be included on the permit. The property owner is responsible for repairing any damage caused by the tree, the tree removal, tree replacement, and all other associated costs.

The removal of three or more trees requires that trees be posted for 30 days prior to removal in order to allow for public comment. This must be taken into account when setting your project timetable.

Native trees protected by City of Los Angeles' Ordinance require special consideration. Information for this may be obtained from the Urban Forestry Division office or through our on-line information library at <http://bss.lacity.org/UrbanForestry/index.htm>.

This information sheet is provided as a public service. Hopefully, it answers the important questions regarding the tree removal permit process. If you have any further questions, please refer to the Urban Forestry Division Inspector or contact the Division at (213) 847-3077. All information sheets may be obtained at the Urban Forestry Division office at 1149 S. Broadway, 4<sup>th</sup> Floor, Los Angeles, CA 90014 or online at <http://bss.lacity.org/UrbanForestry/index.htm>.

*As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.*