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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

STEP 1: Call (800) 996-2489 or visit 'myla311.lacity.org' to obtain a Service Request Number (Application #): _____ Application Number

STEP 2: Bring this application, along with all supporting documents, to the Urban Forestry Division public counter for review (see above for address, hours of operation are 7:00am – 3:30pm, Mon-Fri). Applications will not be accepted via e-mail, U.S. Postal Service, or fax.

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 E-mail 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 (if this area is left blank, the permit will be made out to property owner):

Name: _____

E-mail or Mailing Address: _____

- Checkboxes for application types: Standard application for STREET TREES, Standard application for PROTECTED TREES, Land Development case.

- 1. B-permit number, plot plans, conditions of approval and final version of CEQA Documents (EIR, ND, NOE, MND, CE). Tree removals must be addressed or an addendum will be required. All documents MUST be attached to this application.
2. Project title and case number: _____ (ZA, TR, CPC, DIR, VAC, PM, DOT, APC)

I am submitting this application along with the attached checklist and required documents to the above address. I understand that submission 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 determined by the Urban Forestry Division and pay any outstanding planting, removal, and/or permit fees in accordance with City policy. I understand that average processing time for tree removal permits is 90 to 120 days from the time a complete application is received.

Date UFD Staff Initials Property Owner's Signature Print Name

STANDARD TREE REMOVAL APPLICATION CHECKLIST

(The following items are REQUIRED and must be attached to the application. Incomplete applications will not be processed.)

FOR STREET TREES	
<input type="checkbox"/>	1. Bureau of Engineering A-permit for any sidewalk/curb repairs or driveway relocations/widening. (The A-Permit is a separate permit which must be obtained from BOE. All driveway A-permits must include the notation "Driveway cannot be relocated." There is a \$349.86 fee for driveway relocation/widening that must be paid AFTER your permit is approved).
<input type="checkbox"/>	2. Plot Plans – Trees to be removed MUST be highlighted. (This requirement is for driveway relocation/widening only)
<input type="checkbox"/>	3. Current color photos of entire tree and damage caused by tree, if applicable. Print-outs from Google Maps are not acceptable.
<input type="checkbox"/>	4. Any further information that preparer of the City opines is pertinent to the project.
<input type="checkbox"/>	5. Final version of CEQA document (Tree removals must be addressed or an addendum will be required).

FOR PROTECTED PRIVATE PROPERTY TREES (Fee is \$1084.00 per 5 trees)	
Three (3) hard copies of the Protected Tree Report (PTR) written within one calendar year of application date 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 geographic description.
<input type="checkbox"/>	5. Date PTR is prepared.
<input type="checkbox"/>	6. Date of 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 including precise reason for removal and explanation of why the trees cannot be preserved or saved.
<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 value of tree or 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). Photos should be large, at least 5" x 7".
<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 racemosa (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 are 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 showing protective fencing around the trees to be protected is in place.
<input type="checkbox"/>	27. Reason for removal, including 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).
<input type="checkbox"/>	30. Digital copy of all submissions.

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
638S. 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. Replacement tree(s) 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, 4th Floor, Los Angeles, CA 90014 or online at www.lacity.org/BOSS/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.