



**APPLICATION FOR A
TREE REMOVAL PERMIT**
For on-site native trees & shrubs protected
by Ordinance 186,873, and parkway trees

**BUREAU OF STREET SERVICES
URBAN FORESTRY DIVISION**
1149 S. BROADWAY, SUITE 400, LOS ANGELES, CA 90015
Tel: 213.847.3077 Hours: 7:00 a.m. – 4p.m.

STEP1: CALL (800) 996-2489 or visit 'myla311.lacity.org' obtain a Service Request Number (Application #): _____
Application Number

STEP2: This completed application, along with all supporting documentation (see checklist on page 3), should be submitted by US mail to the address above or by email to bss.urbanforestry@lacity.org. (Incomplete applications will not be accepted and may be returned.)
Average processing time for applications is 90 to 120 days, after all required documents have been submitted and accepted by UFD.

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) or shrub(s): _____ and reason for tree or shrub removal: _____
Damaged sidewalk, driveway relocation, street widening, City Planning condition,

Staging, tree in proposed footprint of the structure, or dead tree or shrub. If it is a sewer line replacement issue, a sewer connection permit is required from the Public Works Bureau of Engineering.

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 or shrub removal permit 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: _____

Email or Mailing Address: _____

- This is a standard application for **STREET TREES**. Complete **Section 1** of the attached checklist on page 3.
- This is a standard application for **PROTECTED TREES OR SHRUBS**. Complete **Section 2** of the attached checklist on page 3. **Must include CEQA and approved Geosols letter. (See fee schedule on Page 2 for application and permit fees)**
- This application pertains to a **LAND DEVELOPMENT/ SUBDIVISION** case. Provide the items listed below (for Street Trees) or **Section 2** on page 3 (for Protected Trees and Shrubs):
 1. Project title and case number (CP, ZA, TR, CPC, DIR, DIR, VAC, PM, DOT): _____
Attach Letter of Determination and final CEQA document. Tree removals must be addressed or addendum will be required.
 2. B-permit receipt showing tree fees have been paid.
 3. B-permit drawings in 11"x17", showing existing tree location and proposed improvements.
 4. Planting plan (2:1) ratio.
 5. Plot plans.
 6. Current photos of tree(s) (No Google Images).

TREE REMOVAL PERMIT APPLICATION CONTINUED ON NEXT PAGE
(PAGE 1 OF 3)

UFD STAFF ONLY	
INITIALS:	_____
DATE:	_____

PLEASE READ THE FOLLOWING BEFORE SIGNING

I am submitting this application along with the attached checklist and required documents to the above address. I understand that submittal of this application does not guarantee an approval for a tree or shrub removal permit. If the tree or shrub removal permit is granted, I understand I will be required to replace the removed tree(s) or shrub(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 the tree and shrub removal permits is 90 to 120 days from the time a complete application is received. This time frame is an average only and is subject to fluctuate upon project complexity and further review.

I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this application either in whole in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it's not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.

Date

Property Owner's Signature

Print Name

Fee Schedule – Effective 11/5/2021

***Protected Tree Removal Application Fee: \$805.99
(Applications will not be accepted without the fee.)**

****Acceptance of application does not guarantee approval of permit request.****

****Protected Tree Removal Permit Fees:**

1-2 trees - \$2,892.48
3-5 trees - \$5,139.16
6-10 trees - \$5,982.58
>10 trees - \$5,982.58 plus \$1,070.76 for each set of up to 5 additional trees

****Please do not submit tree removal permit fee until requested to do so.****

STANDARD TREE REMOVAL APPLICATION CHECKLIST

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

Rev. 02/2021

FOR STREET TREES (SECTION 1)

<input type="checkbox"/>	1.	Bureau of Engineering A-permit (All driveway A-permits must include the notation "Driveway cannot be relocated in order to save tree").
<input type="checkbox"/>	2.	Plot Plans – Trees to be removed MUST be highlighted and distance from improvements included.
<input type="checkbox"/>	3.	Clear color photos of entire tree and/or damaged sidewalk (if repairing the sidewalk). No Google images.
<input type="checkbox"/>	4.	Any further information that the applicant or the City opines is pertinent to the project.

FOR PROTECTED PRIVATE PROPERTY TREES AND SHRUBS (SECTION 2)

Three (3) hard copies of the Protected Tree Report (PTR) or electronic copy shall be submitted by email or US Mail 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 who is one or more of the following: (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 certified Arborist with the International Society of Arboriculture who is a licensed landscape architect or (c) a registered consulting Arborist with the American Society of Consulting Arborists. (Amended by Ord. No.186,873 Effective 2/04/2021)	
<input type="checkbox"/>	2.	By whom the PTR is prepared.	<input type="checkbox"/>
<input type="checkbox"/>	3.	For whom the PTR is prepared.	<input type="checkbox"/>
<input type="checkbox"/>	4.	Date PTR is prepared.	<input type="checkbox"/>
<input type="checkbox"/>	5.	Date of PTR field inspection.	<input type="checkbox"/>
<input type="checkbox"/>	6.	Table of Contents. All pages numbered and listed.	<input type="checkbox"/>
<input type="checkbox"/>	7.	PTR location address with short geographic description.	<input type="checkbox"/>
<input type="checkbox"/>	8.	PTR purpose, include reason(s) for removal.	<input type="checkbox"/>
<input type="checkbox"/>	9.	Project description and background.	<input type="checkbox"/>
<input type="checkbox"/>	10.	Square footage of the entire property and footprint of the existing and proposed new structure.	
<input type="checkbox"/>	11.	Field observations.	<input type="checkbox"/>
<input type="checkbox"/>	12.	Findings.	<input type="checkbox"/>
<input type="checkbox"/>	13.	Recommendations.	<input type="checkbox"/>
<input type="checkbox"/>	14.	Trees and shrubs tagged and numbered.	<input type="checkbox"/>
<input type="checkbox"/>	15.	Mitigation (optional, <u>City of Los Angeles proscribes mitigation for any protected tree or shrub removal approval</u>). The ordinance states the mitigation shall "approximate the value" of the removed trees or shrubs. The current Board of Public Works policy has increased the minimum requirements for the protected tree or shrub replacement to 4:1 ratio. The Bureau determines tree or shrub value or a group of trees or shrubs in context with their environment.	
<input type="checkbox"/>	16.	Matrix (spreadsheet) summarizing field observations of all protected trees or shrubs on subject property and any offsite protected trees or shrubs that may be impacted by project (trees or shrubs to be field tagged, provide code for offsite trees or shrubs, i.e. OS#1), tree or shrub species, tree or shrub height, diameter, spread, physical condition (i.e. declining, drought stressed, twig dieback, etc.) suggested treatment, tree or shrub rating, any other related information.	
<input type="checkbox"/>	17.	Matrix of proposed protected tree or shrub removals.	
<input type="checkbox"/>	18.	Matrix of proposed protected trees or shrubs to remain.	
<input type="checkbox"/>	19.	Color photographs of all protected tree(s) or shrub(s). Multiple trees or shrubs may be shown on a photo if there is some method to differentiate between individual trees or shrubs. Minimum photo size is 5"x7".	
<input type="checkbox"/>	20.	11-inches x 17-inches Topographical map (Construction drawing) with all protected trees or shrubs plotted (as close to real positions as possible, survey not required). Trees or shrubs shall be color-coded, either highlighted or CAD as follows: Quercus spp (yellow), Platanus racemosa (blue), Umbellularia californica (green), Juglans californica (orange), Sambucus mexicana (pink) and Heteromeles arbutifolia (brown). All proposed protected tree and shrub 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, lot and proposed building square footage should be included on plan.	
<input type="checkbox"/>	21.	Landscape plan showing locations of all replacement trees and shrubs on a 4:1 ratio with the tree and shrub stock size to be determined by the City. This plan shall be species color coded as per item 20.	
<input type="checkbox"/>	22.	Protected tree or shrub construction impact guidelines.	
<input type="checkbox"/>	23.	Any further information that preparer or City opines to be pertinent.	
<input type="checkbox"/>	24.	Pictures of protective fencing around the trees and shrubs to be protected in place.	
<input type="checkbox"/>	25.	Verification of current licenses and certifications.	
<input type="checkbox"/>	26.	Must be in a 3-ring binder, if large amount of pages.	
<input type="checkbox"/>	27.	Digital copy of all submissions.	