

CRITERIA FOR TREE REMOVAL

The Scotts Valley General Plan, which is the guiding planning policy document for the City, encourages preservation of trees to the greatest extent feasible. In order to receive approval of a Tree Removal Permit, staff must make certain findings as listed below (Section 17.44.080.H.2 of the Tree Protection Regulations). In order to make the findings, the City may require an Arborist's Report to verify reasons for removal or to determine alternatives to tree removal. Each application for a tree removal permit shall be reviewed and a decision rendered on approval or denial (in whole or in part) on the basis of the following criteria:

- The condition of the tree with respect to disease, danger of falling, proximity to existing or proposed structures, and interference with existing utility services;
- The topography of the land and the effect of the tree removal upon erosion, soil retention and the diversion or increased flow of surface waters;
- The number, species, size and location of existing trees in the area and the effect the removal would have upon shade, sunlight, privacy, scenic beauty, wildlife, noise, air quality, wind, health, safety, prosperity, historic values and general welfare of the area and the city as a whole.

TREE REMOVAL PERMIT PROCESSING CHART

Tree Removal permits shall be processed according to the following schedule, the time lines noted below are in addition to the period of time for initial staff review of the application, a site inspection and preparation of notices.

REASON FOR REMOVAL	INITIAL NOTICE PERIOD	APPEAL PERIOD AFTER APPROVAL / DENIAL BY COMMUNITY DEVELOPMENT DIRECTOR
Dead Tree	None, except to provide time for staff inspection to confirm dead tree or provide an arborist report.	NONE / NO FEE / NO REPLANTING REQUIREMENT
Diseased Tree	7 days / Need arborist report includes time for staff inspection	7 days / No fee, standard replanting requirement.
Tree Location for future construction	14 days / includes time for staff inspection	10 days / Standard fee and replanting requirement
Emergency (Imminent Hazard)	None, unless required by Community Development Director	None, unless required by Community Development Director / No fee or replanting
Tree Type or Nuisance (Including non-imminent hazard)	14 days, includes time for staff inspection.	14 days / Standard fee and replanting requirement
After the Fact Tree Removal	10 day period for comment on replanting requirement proposed.	10 day / Standard fee and replanting requirement

Please note that tree removal permits may be appealed to or by the Planning Commission either during the initial notice period or after the decision is made on the permit (during the above noted appeal period).

A STEP BY STEP WALK THROUGH THE PROCESS

- ① The Tree Removal Application is available at the end of this document or at Scotts Valley City Hall. ***The Planning Department hours for application submittal and application issuance is Monday through Thursday, 8:00 a.m. to 12:00 noon.***
- ② The cost to remove a protected tree (see “Protected Tree List” that follows) is \$50. The cost to remove a Heritage Tree (see “Heritage Tree Inventory” that follows) is \$535, plus the current fee for a public hearing before the Planning Commission.
- ③ When your completed application and fee is submitted to the Planning Department, the five closest affected neighbors and the current City Planning Commission are sent a letter informing them of the tree removal request, a copy of the tree removal application, the tree location site plan and any other submittals by the applicant, such as pictures, arborist report, etc. ***If applicable, written approval by your Home Owner’s Association is required to be submitted with your application.***
- ④ After the appropriate time has elapsed (see “Initial Notice Period” in the Permit Processing Chart), and no objections have been received, a second letter is sent out to the same people indicating that this tree removal application will be approved unless an appeal has been filed within the appropriate time frame (see “Appeal Period” in the Permit Processing Chart). There is a fee to file an appeal.
- ⑤ After the appeal period time has elapsed, the Tree Removal Permit is prepared and the property owner notified. The permit requires the property owner’s and City representative’s signature, so the property owner will need to come to City Hall. The permit is active for one year from the date of issuance.
- ⑥ There is a replanting requirement at two to one ratio. At least half of the replanted trees must be non fruit bearing. If there is not adequate room on the site to replant, a donation of \$40 per replacement tree can be paid to the Scotts Valley Tree Fund. The replacement tree shall be planted within thirty days of tree removal.

Protected Tree List*

A	Any size tree located within five (5) feet of a public right-of-way or street.
B	Any single-trunk <u>oak tree</u> greater than or equal to eight (8) inch diameter (25 inch circumference).**
C	Any multi-trunk <u>oak tree</u> with any trunk greater than or equal to four (4) inches diameter (12 inch circumference).**
D	Any tree greater than or equal to eight (8) inch diameter (25 inch circumference)** if located within 20 feet of a moderate slope (greater than 20% slope).
E	Any single-trunk tree greater than or equal to 13 inch diameter (40 inch circumference).**
F	Any multi-trunk tree with any trunk greater than or equal to eight (8) inch diameter (25 inch circumference).**

G	Any tree, regardless of size, required as part of a permit approved by the Planning Department, Planning Commission or City Council, or required as a replacement tree for a removed tree.
H	Any Heritage Tree , as specified in Municipal Code Section 17.44.080 and Exhibit A. A list and map of Heritage Trees are available at the Planning Department. Fees for removal of Heritage Trees are higher than other protected tree removals and applications must be approved at a public hearing before the Planning Commission.

- * **Note:** No tree removal permit is required to remove:
- Monterey Pine trees that are infected with pitch canker; ***proof of infection is required***;
 - Blue Gum Eucalyptus or Acacia trees;
 - Bay Laurel trees ***if*** they are growing under the drip-line of an established oak tree; or,
 - Fruit trees.

** Tree measurement shall be taken 4½ feet (54 inches) above the ground.

CITY OF SCOTTS VALLEY HERITAGE TREE INVENTORY

- Scott House Oak--Historic: One Civic Center Drive. Location of Scott House: Large Oak tree and complex of post 1936 landscaping and trees.
- Seagate Headquarters Black Walnut--Aesthetic: 920 Disc Drive.
- Granite Creek Road Cypress Row--Historic: Cypress trees in median strip on Granite Creek Road, along Granite Creek Estates. Former Bussi Ranch--late 19th century farm and hotel site: other possible significant trees located in Granite Creek Estates residential subdivision.
- Santos Pond Oaks--Aesthetic: East of Glenwood Drive.
- Redwood/Oak Grove--Aesthetic: East of Glenwood Drive/Canham Road intersection.
- Santa's Village Redwoods, Bays (laurel) and Oak--Aesthetic: Santa's Village significant groves.
- Hoover Redwood--Aesthetic: 312 Southwood Drive.
- Scotts Valley Motel--Aesthetic: 4203 Scotts Valley Drive. Five large Ponderosa Pines.
- Skypark Community Park, all large Oaks--Aesthetic: Surrounding Recreation Building and park facilities located at 360 Kings Village Road.
- Lucinda Sycamore--Age, beauty and size: in front of 324 Lucinda Street.
- Carbonero Valley Oak--Age, beauty and size: located in the parking lot of 4788 Scotts Valley Drive.

City of Scotts Valley - Planning Department
 One Civic Center Drive
 Scotts Valley, CA 95066
 (831) 440-5630

FEE: _____
 RCT #: _____
 RC'D BY: _____
 DATE: _____

TREE REMOVAL PERMIT APPLICATION # TR-_____

Property Owner Name: _____

Mailing Address: _____

Applicant's Phone No.: Home: () _____ Work:() _____ FAX:() _____

Address where tree(s) are to be removed: _____

Assessor's Parcel Number (APN): _____

Company or individual removing tree(s): _____

Address: _____

Scotts Valley Business License #: _____

Business Phone No.:() _____ FAX:() _____

INFORMATION ON TREES PROPOSED TO BE REMOVED

Tree ID Number (indicate tree number as shown on the site plan)	Type of Tree (list type such as Oak, Redwood, Ponderosa Pine, etc.)	Size of Tree (circumference as measured around tree, 54" above the ground)	Reason for Tree Removal* (list <i>specific</i> reasons for tree removal per attached "Tree Removal Permit Processing" chart.)

ADDITIONAL APPLICATION MATERIALS

Tree Location Site Plan: Please plot all trees to be removed from the property on the attached sheet (or other sheet with a maximum size of 8-1/2" by 11").

***Arborist's Report:** In some cases, an Arborist's Report may be required by the City before issuing a permit pursuant to the Tree Protection Regulations (Section 17.44.080.H.3). This may be required in order to verify the health of a tree or to evaluate any potential alternatives to tree removal. Discuss the need for an Arborist's Report with the Planning Department **before** you submit your application. A list of arborists is attached.

Notification: City staff will notify each of your five closest neighbors **and** each of the five Planning Commissioners in writing of the proposed tree removal, and of the decision on the permit.

Authorization/Agreement: The property owner shall review and sign in the space provided in this tree removal application. There may be conditions placed on the tree removal permit, pursuant to the Tree Protection Regulations (Section 17.080.H.5.a). A copy of these regulations may be obtained at the Planning Department.

NOTIFICATION TO BE SENT TO THE FOLLOWING
(To be completed by City staff, per Section 17.44.080.G)

Assessor's Parcel #	Name and Address
1. _____	_____ _____ _____
2. _____	_____ _____ _____
3. _____	_____ _____ _____
4. _____	_____ _____ _____
5. _____	_____ _____ _____
6. Current Scotts Valley Planning Commissioners	

PROPERTY OWNER AUTHORIZATION/AGREEMENT

I understand that trees may be removed ONLY if found to be within the criteria as established by Section 17.44.080.H.2 of the Tree Protection Regulations (see attached information) and that by signing this form, I am certifying that the tree(s) to be removed is/are solely on my property. ***I am aware that replacement trees (up to two or more for each tree removed) may be required and that no trees may be removed until a permit has been approved and the owner has come into the Planning Department to sign and received a copy of the permit.***

Signature of Property Owner: _____ Date: _____

Print Name: _____

IT IS STRONGLY RECOMMENDED THAT YOU NOTIFY YOUR NEIGHBORS OF YOUR PLANS REGARDING TREE REMOVAL(S). THIS CAN HELP TO AVOID FUTURE PROBLEMS!!!

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Diseased Tree	None, need arborist report.	Arborist report required / No fee / No replanting requirement
Tree Location for future construction	10 calendar days.	14 calendar_days / Standard fee and replanting requirement
Emergency (Imminent Hazard)	None, unless required by Community Development Director	None, unless required by Community Development Director / No fee or replanting requirement
Tree Type or Nuisance (Including non-imminent hazard)	10 calendar days.	14 calendar days / Standard fee and replanting requirement
After the Fact Tree Removal	10 calendar days to comment on replanting requirement proposed.	14 calendar days / Standard fee and double replanting requirement

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- If applicable, written approval by your Homeowner's Association is required to be submitted with your application.

TREE LOCATION SITE PLAN

Scale _____ / NORTH (circle one) ↑ ⇒

Prepared by: _____

Plot existing or proposed structure(s) and all proposed trees for removal. If certain trees are proposed to be retained near the trees proposed to be removed, please show trees to be retained and annotate which trees are to be removed and which trees are to be retained. Show dimensions from the property lines and existing structures. Check with the Planning Department to see if there are any maps available to assist you.

