

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

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

TREE REMOVAL PERMIT APPLICATION # TR- _____

Property Owner Name: _____

Mailing Address: _____

Applicant's Phone No.: () _____ Email: _____

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.: () _____ Email: _____

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.

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!!!

TREE REMOVAL PERMIT PROCESSING CHART

Tree Removal permits shall be processed according to the following schedule, the timelines 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	COMMENT 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	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

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).

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 17.080.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.
- 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.

A large grid for drawing a tree location site plan. The grid is composed of 20 columns and 20 rows of small squares, enclosed in a double-line border. It is intended for plotting structures and trees.