

DATE RECEIVED
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PROJECT INTAKE
(City Use Only)

File No(s): _____

Checked in by: _____

CITY OF CAMPBELL
Community Development Department

TREE REMOVAL PERMIT APPLICATION

Filed Independent of a Development Application

Property Address _____ Community Name (if applicable) _____

Name of Property Owner _____ Phone _____ Email _____

Property Owner's Mailing Address _____

Name of Applicant _____ Phone _____ Email _____

Applicant's Mailing Address _____

Species of Tree(s) (see last page for a list of "protected trees")	Size of Tree(s) (diameter measured 4- ft. above grade)	Reason for Removal (Must meet criteria of Section 21.32.080 of the Tree Protection Ordinance – see last page)*

*If the tree(s) is dead or dying, please complete the 'Authorization to Remove a Dead or Dying Tree' form instead of this application.

SUBMITTAL REQUIREMENTS:

1. ___ Color photographs of trees proposed for removal (depicting reason for requested removal);
2. ___ Site Plan (see attached details);
3. ___ Tree Replanting Plan (see attached details); and
4. ___ Application Filing Fee \$235 + \$74 each additional tree (single-family properties exempted from fee).

ARBORIST REPORTS

PLEASE DO NOT SUBMIT AN ARBORIST REPORT WITH YOUR APPLICATION

An arborist report is **NOT** required, except when the condition or viability of the tree(s) or its impact to property is not readily evident. In such a circumstance, the City may require outside preparation of an arborist report at the applicant's expense. The planner assigned to your application will inform you if an arborist report is necessary.

Property Owner's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Homeowners Assoc. President's Signature: _____ Date: _____

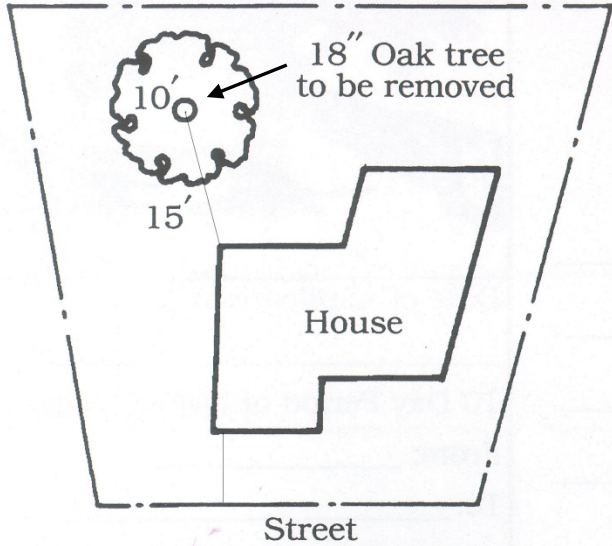
Homeowners Assoc. President's Name: _____

SITE PLAN

Sketch a site plan (aerial view) of location of tree(s) and their drip line(s) showing:

1. Location, size and species of protected trees to be removed; and
2. Existing and/or proposed footprint of the structure(s), paving, and landscape areas.

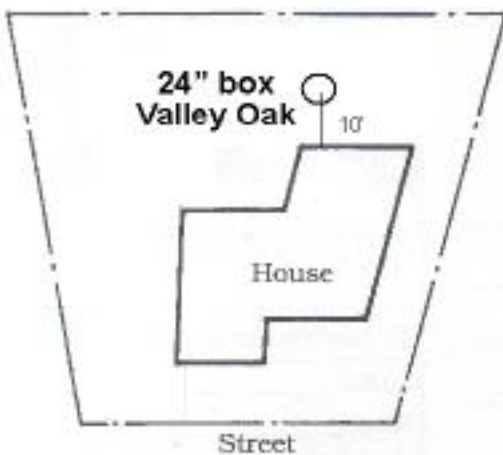
EXAMPLE:



REPLANTING PLAN

Sketch a site plan indicating the location, size and specie(s) of replacement tree(s) as required by the 'Replacement Tree Requirements' table on the following page.

EXAMPLE:



TREE REPLACEMENT REQUIREMENTS

Number and Size: The number and size of replacement trees is based on the number and size of trees approved for removal, as indicated in the table below. If you are replacing a tree that was required as a part of an approved Landscaping Plan, the replacement species must be consistent with the Landscaping Plan. Otherwise, the replacement tree may be of any species that continues the diversity of trees found in the community (i.e., not a fruit bearing tree or any variety of Eucalyptus).

REPLACEMENT TREE REQUIREMENTS

<u>Trunk Size of Removed Tree</u> (measured at 4 feet above grade)		<u>Replacement Ratio Required</u> (per tree removed)	
<i>Diameter</i> <i>(inches)</i>	<i>Circumference</i> <i>(inches)</i>	<i>Number of</i> <i>replacement trees</i>	<i>Minimum Size</i>
12 to 24	38 to 75	1	24 inch box
Greater than 24	Greater than 75	1	36 inch box
Heritage Trees		1	48 inch box

In Lieu Fee: If the site layout cannot reasonably accommodate the number of trees required in compliance with the above table, at the discretion of the Community Development Director, payment of an in-lieu fee equal to fair market value of a standard City street tree, delivered and installed, may be accepted (currently \$500 per tree).

Other Requirements: The following requirements and standards apply to all Tree Removal Permit applications:

- a. **Cost of Replacement Trees:** Replacement trees shall be obtained and planted at the expense of the applicant.
- b. **Replanting Period:** Replacement trees shall be installed within thirty days from the date the tree removal permit is issued unless accepted arboricultural practices dictate a preferential planting period for the species chosen as the replacement tree.
- c. **Inspection:** City staff shall be permitted to enter the property to verify the installation of the replacement trees.
- d. **Maintenance of Replacement Trees:** Any person who is required to plant replacement trees as a condition of a tree removal permit shall maintain such trees in a healthy condition to ensure their long term survival.
- e. **Maintenance Bond.** A faithful performance bond, maintenance bond or other security deposit may be required to be paid to the City prior to the issuance of the Tree Removal Permit. The bond shall be in an amount of money and for a period of time determined by the Community Development Director to ensure acquisition and proper planting and maintenance of the replacement trees.

PROCESSING REQUIREMENTS

Protected Trees: The following trees are considered "protected" and require approval of a Tree Removal Permit:

- a. **All Properties:** (1) Any tree shown on an approved landscaping plan or required to be planted or retained as a condition of approval of a development application, a building permit, or a tree removal permit; (2) Any tree designated as a "Heritage Tree" by the Historic Preservation Board.
- b. **Single-Family Residential Properties.** Any Oak, Redwood, Cedar, or Ash tree measuring 12-inches in diameter or greater (as measured 4-feet above grade).
- c. **All Other Properties.** Any tree measuring 12-inches in diameter or greater (as measured 4-feet above grade).

Exceptions: Regardless of size, fruit trees and Eucalyptus trees, are not considered "protected" and do not require a Tree Removal Permit.

Determination on an Application Request: The Community Development Director may only approve a Tree Removal Permit after making at least one of the following findings:

- a. **Diseased or Danger of Falling.** The tree or trees are diseased or presents a danger of falling that cannot be controlled or remedied through reasonable preservation and/or preventative procedures and practices such that the public health or safety requires its removal.
- b. **Structure Damage.** The tree or trees have caused or may imminently cause significant damage to the existing main structure(s) that cannot be controlled or remedied through reasonable modification of the tree's root or branch structure.
- c. **Utility Interference.** The tree or trees have interfered with utility services where such interference cannot be controlled or remedied through reasonable modification/relocation of the utility services and/or reasonable modification of the tree's root or branch structure.
- d. **Overplanting.** The tree(s) is crowding other protected tree(s) to the extent that removal is necessary to ensure the long-term viability of adjacent tree(s).
- e. **Economic Enjoyment and Hardship.** The retention of the tree(s) restricts the economic enjoyment of the property or creates an unusual hardship for the property owner by severely limiting the use of the property in a manner not typically experienced by owners of similarly zoned and situated properties, and the applicant has demonstrated to the satisfaction of the approval authority that there are no reasonable alternatives to preserve the tree(s). A minor reduction of the potential number of residential units or building size due to the tree location does not represent a severe limit of the economic enjoyment of the property.

Public Noticing (Single-Family Residential): Upon rendering a decision on an application, the Community Development Director will mail a notice to neighboring property owners informing them of the decision. This notice will begin a 10 day appeal period. If an appeal is not received, the tree(s) may be removed once the appeal period has passed.

Public Noticing (All Other Properties): After an application is submitted and reviewed, a notice will be mailed to the owners of record within a 300-foot radius of the subject property. The notice will be mailed a minimum of 10 calendar days before a decision is rendered. Once a decision is rendered, a 10 day appeal period will begin. If an appeal is not received, the tree(s) may be removed once the appeal period has passed.