



**APPLICATION FOR A
TREE REMOVAL PERMIT**

For on site native trees and protected by Ordinance
177404 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. - 4:00 p.m. (Mon. and Wed. only)

STEP 1: Call (800) 996-2489 or visit "MyLA 311" to obtain a Service Request Number (Application #): _____
Application Number

STEP 2: 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.)

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): _____ and specific reason for tree removal _____
(Damaged sidewalk, driveway installation, street widening, City Planning condition, staging

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 Public Works Bureau of 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: _____

Email or Mailing Address: _____

- This is a standard application for **STREET TREES**. Complete **Section 1** of the attached check list.
- This is a standard application for **PROTECTED TREES**. Complete **Section 2** of the attached checklist. **Must include CEQA.**
- This application pertains to a **Subdivision/Land Development** case. Complete **both Section 1 and 2** of the attached checklists and include the following:

1. B-permit drawings in 11" x 17", plot plans, current photos of tree(s), planting plan (2:1), 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)

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 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 the tree 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 depending 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

STANDARD TREE REMOVAL APPLICATION CHECKLIST

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

Rev. 10/2019

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").
<input type="checkbox"/>	2.	Plot Plans – Trees to be removed MUST be highlighted.
<input type="checkbox"/>	3.	Clear color photos of entire tree and/or damaged sidewalk (if repairing the sidewalk). Minimum photo size 5" x 7".
<input type="checkbox"/>	4.	Any further information that is pertinent to the project and justifies the need to remove tree(s).
<input type="checkbox"/>		

FOR PROTECTED PRIVATE PROPERTY TREES (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 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"/>
<input type="checkbox"/>	3.	For whom the PTR is prepared.	<input type="checkbox"/>
<input type="checkbox"/>	4.	PTR location address with short with short geographic description.	<input type="checkbox"/>
<input type="checkbox"/>	5.	Date PTR is prepared.	<input type="checkbox"/>
<input type="checkbox"/>	6.	Date PTR field inspection.	<input type="checkbox"/>
<input type="checkbox"/>	7.	PTR purpose.	<input type="checkbox"/>
<input type="checkbox"/>	8.	Table of Contents.	<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 square footage of the existing and proposed new structures.	
<input type="checkbox"/>	11.	Field observations.	
<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 tree value or a 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). Minimum photo size 5" x 7".	
<input type="checkbox"/>	21.	11-inches by 17-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 racemose (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 is 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 of protective fencing around the trees to be protected in place.	
<input type="checkbox"/>	27.	Reason for removal include pictures of damaged parts of tree if applicable.	
<input type="checkbox"/>	28.	Must be in a 3-ring binder if large amount of pages (if sent by US Mail).	
<input type="checkbox"/>	29.	Final version of CEQA documents (CE, ND, MND, EIR) in electronic format if lengthy/large size.	
<input type="checkbox"/>	30.	Digital copy of all submissions.	