



# Urban Forest Services

25 Prado Road, San Luis Obispo, CA 93401-3218  
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slocity.org

For Office Use Only:
Entered: __/__/__
Letter: __/__/__

## TREE REMOVAL APPLICATION If related to development, see Section E on back.

OWNER:	APPLICANT:
ADDRESS:	ADDRESS:
CITY: ZIP:	CITY: ZIP :
PHONE: ( )	PHONE: ( )
EMAIL:	EMAIL:

**Private** tree removals may require replacement tree(s) to be planted on site as a condition of approval.  
**City Street Tree** removals must be replaced with species from the Street Tree Master List - see website.

Is this a City Street Tree? Yes  No  Unknown  Dog in the yard? Yes  No

Reason for tree removal? \_\_\_\_\_

Please draw a sketch map in box below. Show building outlines, streets and only tree(s) to be removed represented with an **X** or you may submit a detailed landscape / site plan along with this application form.

Tree Species \_\_\_\_\_ Proposed Replacement Tree(s) \_\_\_\_\_

Address of Tree(s) \_\_\_\_\_ Cross-Street \_\_\_\_\_ # Trees \_\_\_\_\_

**X tree(s) must have ribbon or duct tape wrapped around the trunk to identify prior to inspection.**

By signing this application I agree to replant tree(s) on my property within 45 days of tree removal, if required by City Arborist or as a condition of the \$81.00 Permit granted by Tree Committee. Permit valid for 6 months.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed application to address above, fax to 805.542.9868 or scan and email to [rcombs@slocity.org](mailto:rcombs@slocity.org)

**Tree Ordinance Section 12.24.090 Tree removal:**

**A. Policy.** The city values trees as an important part of the natural and economic environment and efforts shall be made to preserve them whenever possible and feasible. When reviewing requests for tree removal permits, the city shall discourage removing desirable trees and shall consider approving removal of desirable trees only as a last resort alternative for the applicant.

**B. Permits for Removal.** Removing any tree in the city shall require a tree removal permit, except as otherwise provided in this chapter.

**C. Tree Removal Not Related to Property Development.**

1. Removing a tree in all zones except as otherwise provided in this chapter shall require a permit issued by the public works department.

2. An application for a tree removal permit issued by the public works department shall include:

- a. A site plan showing the location and species of any tree proposed for removal;
- b. All information to support the reason for removal;
- c. Any other pertinent information to the request, including documentation of property damage.

**D. Removals for Tree Health or Hazard Mitigation**

1. The city arborist may authorize a tree removal upon receipt of a removal application without the need for a permit from public works upon finding any of the following circumstances:

- a. The tree is an imminent hazard to life or property, and removing it is the only feasible way to eliminate the hazard;
- b. The tree is dead or dying or damaged beyond reclamation;
- c. The tree's roots are causing severe damage to public or private property, and removing the tree is the only feasible way to eliminate the damage.

2. When the city arborist cannot authorize a tree removal, the request shall be reviewed by the tree committee, which may authorize removal if it finds one of the following circumstances:

- a. The tree is causing undue hardship to the property owner. Normal routine maintenance does not constitute a hardship, i.e., cleaning of gutters, leaf raking, pruning or root intrusion into a failed sewer lateral, etc.; or
- b. Removing the tree promotes good arboricultural practice; or
- c. Removing the tree will not harm the character or environment of the surrounding neighborhood.

**E. Tree Removal with a Development Permit.**

1. To remove a tree from any parcel in the city as part of property development by subdivision, building permit or other entitlement, the developer shall clearly delineate trees proposed to be removed as part of the development application and approval process. All development applications which include tree removals shall include the following documents:

- a. A site plan showing the location and species of any tree proposed for removal;
- b. All information to support the reason for removal;
- c. Any other pertinent information required.

2. Review of the application to remove a tree with a development permit shall proceed as follows:

- a. The city arborist shall inspect the property and recommend approving or denying the application;
- b. If no architectural review is required for the development, the tree committee shall approve or deny the application;
- c. If architectural review is required for the development, the architectural review commission shall approve or deny the application:

(1) If the city arborist has recommended denying the application and the architectural review commission has approved the application, the tree committee shall review the architectural review commission's decision;

(2) If the tree committee concurs with the city arborist's recommendation to deny the application when the architectural review commission has approved the application, the city council shall review the matter for final action.

**F. Permit Not Required**

Removing a tree in R-1 & R-2 zones only, does not require a permit if all of the following conditions exist:

- a. The tree is a designated native species and the trunk is less than ten (10) inches DSH (see Definitions; native trees) or when the tree is non-native and the trunk is less than twenty (20) inches DSH; and
- b. The tree is more than twenty-five feet from the top of a creek bank; and
- c. The tree is on a lot developed to the maximum allowed density; and
- d. The tree is not a street tree, and is not located within ten feet of the back of the sidewalk; and
- e. The tree was not a condition of development.
- f. The tree is a palm and the trunk is less than 12 inches DSH.

**G. Tree Removal by the city.**

1. Tree removal requests for any city project must follow the same procedures as any property owner.

2. After receiving approval to remove a tree, the city shall replace the tree as soon as feasible during the project.

**H. Notification of Tree Removal.**

1. The city shall post a sign notifying the public of the date and description of a proposed tree removal. This sign shall be posted in a prominent location, visible from a public street, for a period not less than five days before either staff consideration of a tree removal permit or a public hearing on a related development.

2. The public works director may waive notification requirements for a tree removal when the director determines that a tree's condition threatens public health, safety or welfare.

**I. Approval Conditions.** In approving an application for tree removal, the director, the tree committee, the architectural review commission or the city council may require planting of replacement trees and may require a bond ensuring that replacement trees shall be planted and maintained.

**J. Expiration of Appeals.** Decisions on tree removal by the director, the tree committee and the architectural review commission shall be subject to appeal according to the appeal provisions of this code, and no permit shall be issued until the appeal period has lapsed.

**K. City Street and Sidewalk Maintenance Program.**

1. The city has a program whereby staff evaluates and repairs sidewalks and streets on a predetermined schedule. When the city determines a street tree must be removed to repair the sidewalk, the city will pay all costs to repair sidewalk, curb, and gutter, remove the tree and plant a new tree. 2. If a property owner wishes to remove a street tree and repair hardscape damage they may do so at their own expense, if the removal is approved by the tree committee. The property owner shall pay for the necessary hardscape repairs, and be required to plant and maintain a new tree as a condition of their approved tree removal permit unless tree replacement is waived by the tree committee.