



**CITY OF SANTA PAULA  
PLANNING DEPARTMENT**  
200 SOUTH 10<sup>TH</sup> STREET  
SANTA PAULA, CA 93060  
(805) 933-4214 EXT 214

## **TREE REMOVAL PERMIT INSTRUCTIONS – APPLICATION – INFORMATION**

The City of Santa Paula believes that trees are a significant historical, aesthetic, and valuable ecological resource. Because of this, mature trees on public property and native oak, sycamore, heritage and historic trees on public or private property, are to be protected and preserved to the greatest extent possible, especially where these trees are associated with proposals for urban development. Preserving and protecting our trees will help counteract air pollution, minimize soil erosion and other related environmental damage, enhance the aesthetic environment of the City and preserve and enhance property values in many areas of the City where oak, sycamore, heritage and historic and other mature trees exist. Per the Santa Paula Municipal Code:

### ***Chapter 156.582 – Prohibition of Removal***

*“No mature tree on public property or any native oak tree, sycamore, heritage or historic tree on public or private property or associated with urban development or zoned for further development shall be removed, cut down, or otherwise destroyed...”* unless a Tree Removal Permit has been issued by the City.

Furthermore, in no event shall a permit be denied if to do so would eliminate all reasonable economic use of the property. Before completing this application, the Applicant should review the attached Tree Preservation Ordinance (SPMC §17.56.010 through §17.56.120) in its entirety and/or City Council Resolution Nos. 3919 and 7027 (available upon request) establishing fees and procedures for the implementation of the ordinance.

### **TREE REMOVAL PERMIT REQUIREMENTS:**

*The following items must be submitted to obtain a Tree Removal Permit in the City of Santa Paula (Planning staff may require additional information as necessary):*

- 1. Completed Tree Removal Permit Application and Questionnaire.**
- 2. Tree Report from a qualified Arborist indicating the species, health, and overall condition of the trees in question, work to be done, recommended mitigation measures (if any), and maintenance program (if needed).**
- 3. Photographs of the tree(s) in question.**
- 4. Site Plan (to scale if possible) showing location of trees and driplines on the site.**

The Site Plan does not have to be professionally drawn; however, it should include the footprint of any structures on the property (existing and proposed), north arrow, scale (if possible), property lines, driveways, etc. (In general, it should include enough information to determine the location of the trees in relation to the structures to evaluate the potential impact of any construction and to assess whether replacement of the tree onsite or an in-lieu fee is appropriate. Applicants with a proposal for urban development shall provide the City with the precise height and horizontal location within  $\pm 1$  (one) foot of each mature tree on the subject parcel and the generalized locations of all mature trees within 20 (twenty) feet of the project boundary.

**PLEASE NOTE THE FOLLOWING EXEMPTIONS:**

**TREE TRIMMING AND PRUNING:** Exempt from permitting requirements unless the tree would be destroyed by the trimming or pruning.

**EMERGENCY SITUATIONS:** Defined as cases of emergency where a tree poses an imminent threat to the public safety or general welfare, as determined by the Planning Director or designee or any member of a law enforcement agency or the Fire Department. If conditions and circumstances permit, the public official shall consult with the Public Works Director, or designee, prior to ordering the removal of any mature tree.

Please contact the Planning Dept. with any further questions.

Thank you!



# TREE REMOVAL PERMIT APPLICATION

**MUST INCLUDE ARBORIST REPORT, SITE PLAN & PHOTOS**

PROJECT NO: \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

PERMIT EXPIRES: \_\_\_\_\_

CITY OF SANTA PAULA PLANNING DEPT. • 200 S. 10<sup>th</sup> ST. • SANTA PAULA, CA 93060 • (805) 933-4214 EXT 214 • www.ci.santa-paula.ca.us/planning

PLEASE PRINT CLEARLY (POR FAVOR IMPRIME CLARAMENTE)

## DESCRIPTION (DESCRIPCIÓN)

**Owner/Applicant Name:**

(Nombre del dueño/solicitante)

**Date:**

(Fecha)

**Address:**

(Dirección)

**Zone:**

(Zona)

**Home Phone:**

(Teléfono de casa)

**Mobile:**

(Celular)

**Email:**

(Correo electrónico)

**What is the current use of the property?**

Check boxes below:

**What type(s) of tree(s) do you wish to remove?**

Check boxes below:

**How many trees will be removed?**

Enter number below:

<input type="checkbox"/>	Single-Family Residential	<input type="checkbox"/>	Oak	<input type="checkbox"/>	Oak
<input type="checkbox"/>	Multi-Family Residential	<input type="checkbox"/>	Sycamore	<input type="checkbox"/>	Sycamore
<input type="checkbox"/>	Commercial/Office	<input type="checkbox"/>	Heritage	<input type="checkbox"/>	Heritage
<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	Historical	<input type="checkbox"/>	Historical
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	<b>Other Mature:</b> <i>Describe:</i> _____	<input type="checkbox"/>	<b>Other Mature:</b> <i>Describe:</i> _____
<input type="checkbox"/>	Public/Institutional				
<input type="checkbox"/>	Other:				

**Condition of tree(s):**

Check one

Diseased

Dead / Dying

Live

## CONSULTING ARBORIST INFORMATION (INFORMACIÓN DEL ARBORISTA)

**Arborist Name:**

(Nombre del arborista)

**Company:**

(Negocio)

**Full Mailing Address:**

(Dirección de correo – Incluyen ciudad, estado y código postal)

**Phone:**

(Teléfono)

**License Number:**

(Correo electrónico)

## TREE WORKER INFORMATION (INFORMACIÓN DE LOS TRABAJADORES FORESTALES)

**Tree Worker Name:**

(Nombre de los trabajadores forestales)

**Company:**

(Negocio)

**Full Mailing Address:**

(Dirección de correo – Incluyen ciudad, estado y código postal)

**Phone:**

(Teléfono)

**License Number:**

(Correo electrónico)

## TREE REMOVAL PERMIT QUESTIONNAIRE

PLEASE ANSWER THE FOLLOWING QUESTIONS AS COMPLETELY AS POSSIBLE. FAILURE TO ANSWER ALL QUESTIONS COMPLETELY MAY RESULT IN A DELAY IN THE ISSUANCE OF YOUR TREE REMOVAL PERMIT.

<b>1</b>	Describe in detail the work for which this Tree Removal Permit is being requested (removal, replacement, etc.) and the reason(s) (dead, diseased, etc.) for the work:	
<b>2</b>	Provide both the common and full scientific name(s) of the tree(s) to be removed:	
<b>3</b>	Provide the distance from the tree(s) <u>being removed</u> to the nearest structure on the property (e.g. house)	
<b>4</b>	If replacing, provide both the common and full scientific name(s) of the new tree(s), number of each type, and general size/height when mature:	
<b>5</b>	Provide the distance from the <u>new tree(s)</u> to the nearest structure on the property (e.g. house)	
<b>6</b>	Has an application for a land use entitlement (subdivision, zone change, conditional use permit, etc.) been filed with or is pending consideration by the City?	<input type="checkbox"/> YES <input type="checkbox"/> NO

### OWNER/APPLICANT SIGNATURE (FIRMA DEL DUEÑO/SOLICITANTE)

*I certify that I am the owner of the property and/or trees listed in this application and that the information provided herein is true and correct to the best of my knowledge.*

<b>Owner/Applicant Signature:</b> <small>(Firma del dueño/solicitante)</small>	<b>Date:</b> <small>(Fecha)</small>
<b>Print Full Name:</b> <small>(Escribe el nombre completo)</small>	

### CLEARANCE AUTHORIZATION (AUTORIZACIÓN)

<b>PLANNING DEPT</b>	Date:	By:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="checkbox"/> SITE PHOTOS PROVIDED <input type="checkbox"/> SITE INSPECTION
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**Comments/Conditions:** \_\_\_\_\_

### FEES (CARGOS)

\* FEE SCHEDULE REVISED BY CITY COUNCIL 1/3/2017, PER RESOLUTION NO. 7027, EFFECTIVE 3/3/2017

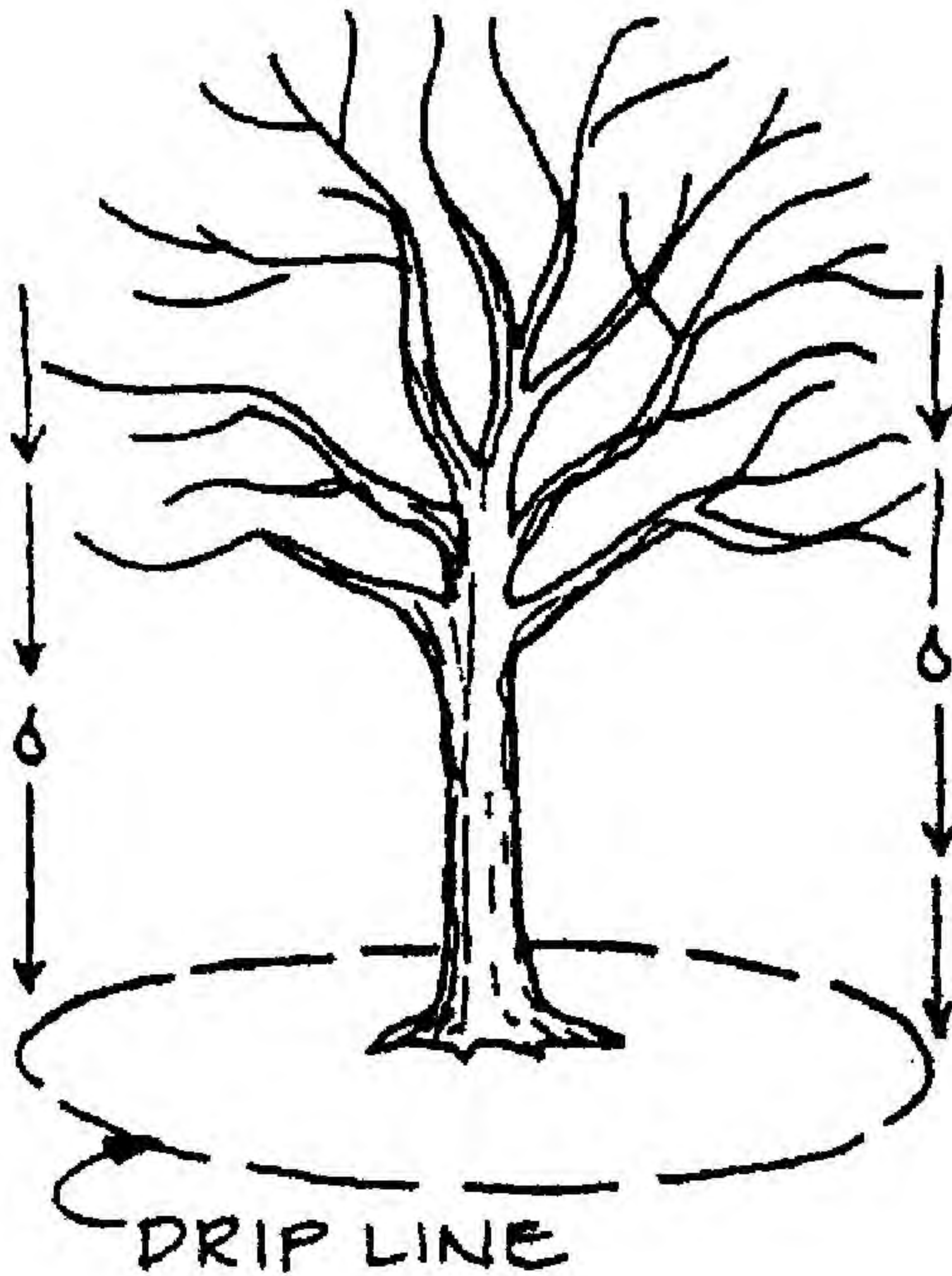
Removal of (1) to (3) trees	<b>\$581.00</b>
Removal of (4) or more trees	<b>\$581.00 + \$70.00 for each additional tree</b>
<b>Fees Received By:</b>	<b>Date:</b>
<b>TOTAL FEES DUE</b>	<b>\$</b>

# LOCAL ARBORISTS & TREE SPECIALISTS

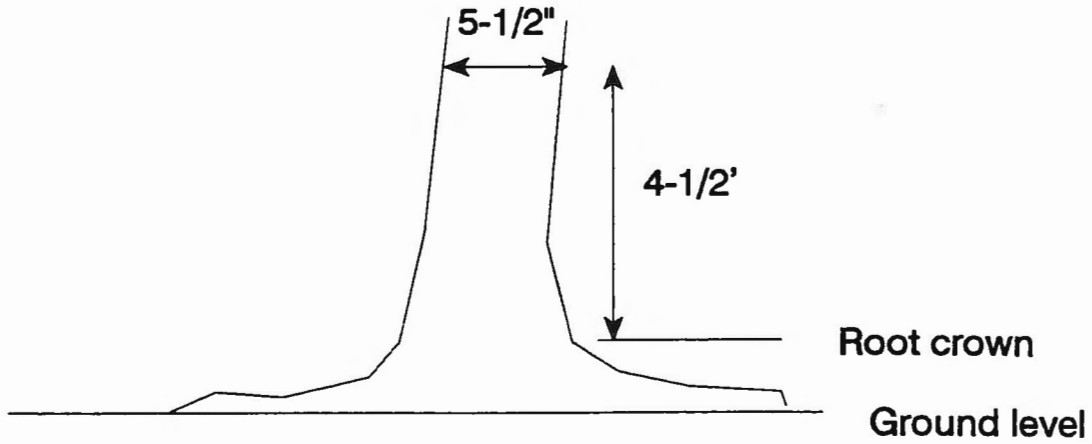
LAST NAME	FIRST NAME	ISA CERT Y/N	PHONE / FAX	EMAIL / WEB	ADDRESS
DAGIT	ROSEMARY	YES (not provided)	P: (310) 455-7528 F: (818) 597-8630	oaksrus@verizon.net www.rcdscmm.org/rosi-dagit	RCD of the Santa Monica Mountains 540 S. Topanga Canyon Blvd. Topanga, CA 90290
GREELEY	KAY	YES* (not provided)	P: (805) 577-8432	kaygreeley@earthlink.net	Seven Elk Ranch Design Inc. 284 Valley Gate Rd. Simi Valley, CA 93065
GREENE	JON	YES (not provided)	P: (805) 484-9900 F: (805) 384-8503	ggreene505050@gmail.com www.greentreecare.com	Greene Tree Care Inc. 83 Dawson Dr. Camarillo, CA 93012
HARDIN	CHRISTINA	YES WE10669A	P: (805) 233-0383	hardinqualitytree@gmail.com	Hardin Quality Tree 2430 Burnham Rd. Ojai, CA 93023
INABA	MICHAEL	YES (not provided)	P: (805) 279-8633 F: (805) 646-2258	mdi@inabahort.net www.inabahort.net	Inaba Horticulture P.O. Box 245 Ojai, CA 93024
MACARONE	FRANK	YES (not provided)	P: (805) 649-2782	fmbvtca@msn.com	Frank Macarone Tree Service 8147 Santa Ana Rd. Ventura, CA 93001
RODRIGUES	DONALD	YES 0272	P: (805) 641-3931 F: (805) 641-0122	pachort@earthlink.net	Pacific Horticulture Consultants 3358 Loma Vista Rd. Ventura, CA 93003
SLOWIK	EDWIN	YES* WC0187	P: (805) 652-0404 F: (805) 642-7561	treecoventura@att.net www.treecoventura.com	Treeco 2100 Goodyear Ave. Suite 1 Ventura, CA 93001
WILSON	CHRIS	NO	P: (805) 444-6778	trulli@verizon.net	Santa Paula, CA

\* International Society of Arboriculture Board Certified Master Arborist

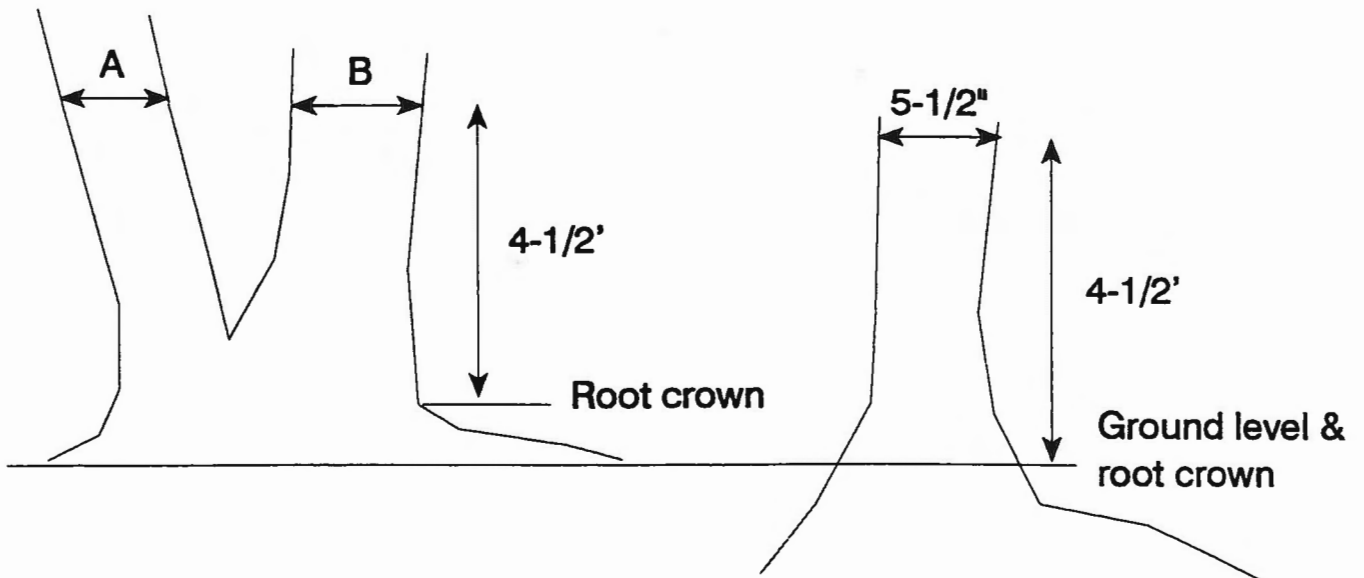
The above names represent only a few of the many well-qualified arborists you may wish to contact for assistance with your project. Please note, as a public agency, the City of Santa Paula does not and cannot endorse any particular arborist, specialist, tree service, or agency. You may wish to contact the International Society of Arboriculture directly at (888) 472-8733 or isa@isa-arbor.com or visit <http://www.isa-arbor.com> for more information.



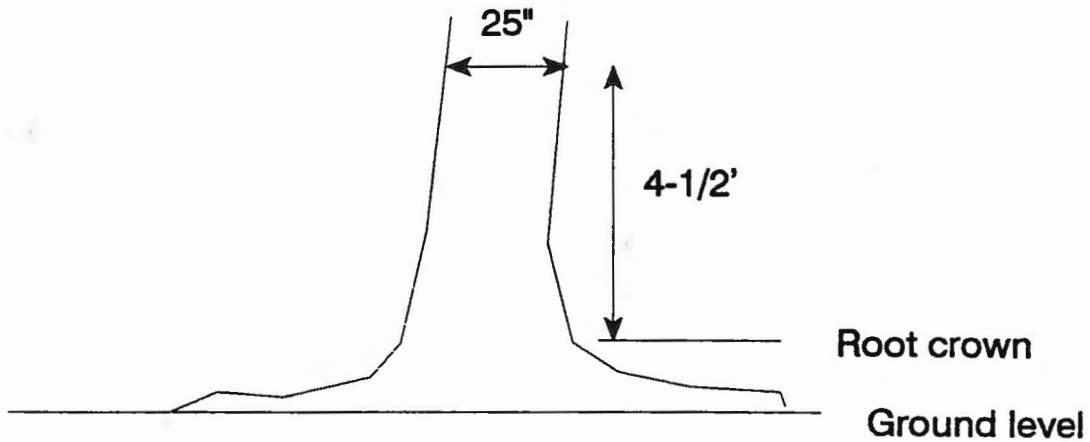
# OAK TREES



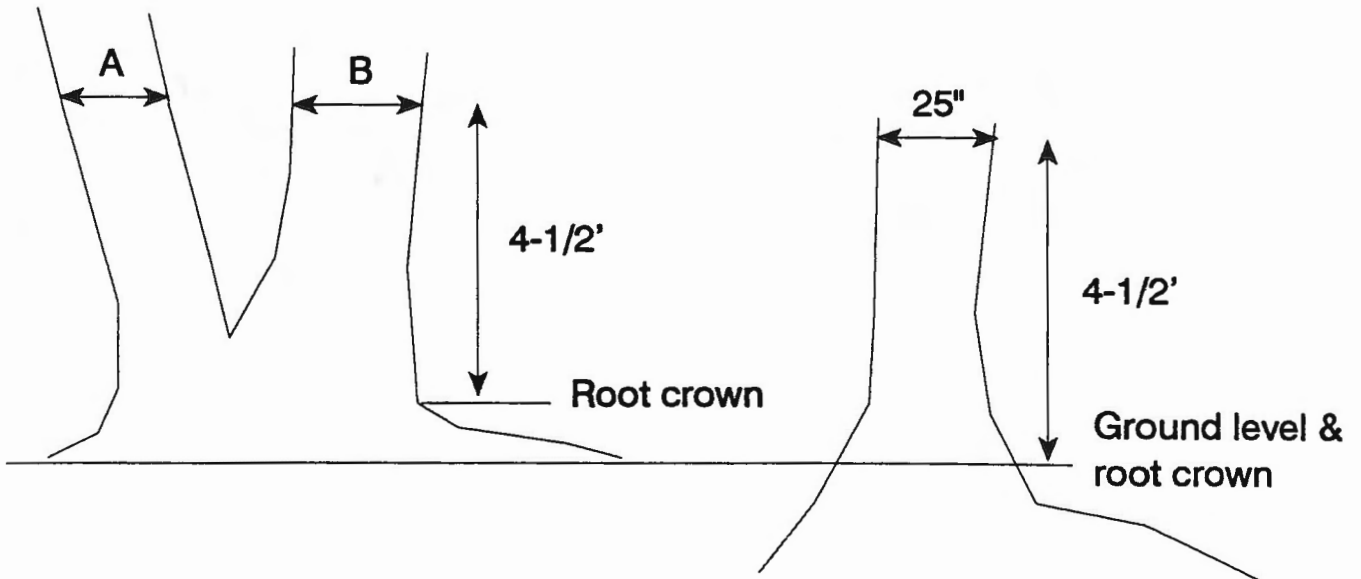
Oak trees:  $\Rightarrow 5\text{-}1/2''$  diameter at a point  $4' 6''$  above the root crown for single trunked trees. Sum of the two largest trunks (A + B)  $\Rightarrow 7\text{-}1/2''$  at  $4' 6''$  above the root crown for multi-trunked trees



# SYCAMORE TREES

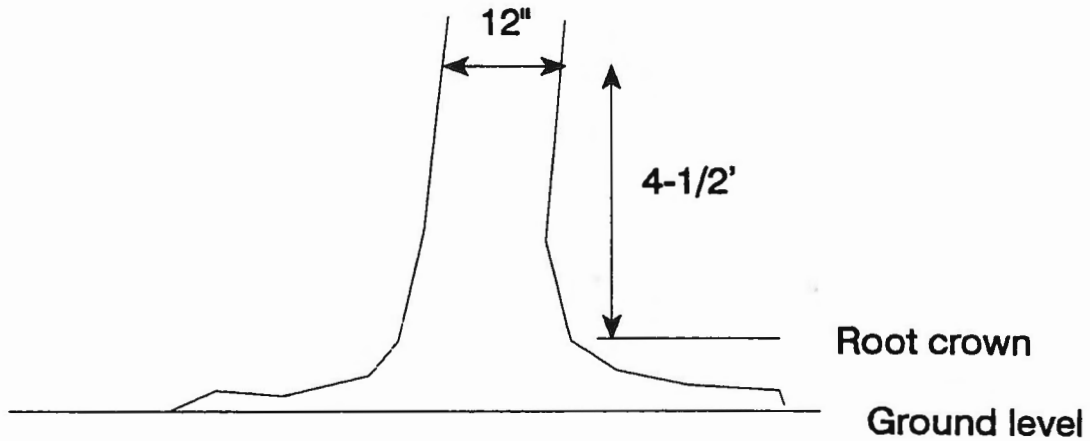


**Sycamore trees:  $\Rightarrow$  25" diameter at a point 4' 6" above the root crown for single trunked trees. Sum of the two largest trunks (A + B)  $\Rightarrow$  32" at 4' 6" above the root crown for multi-trunked trees**

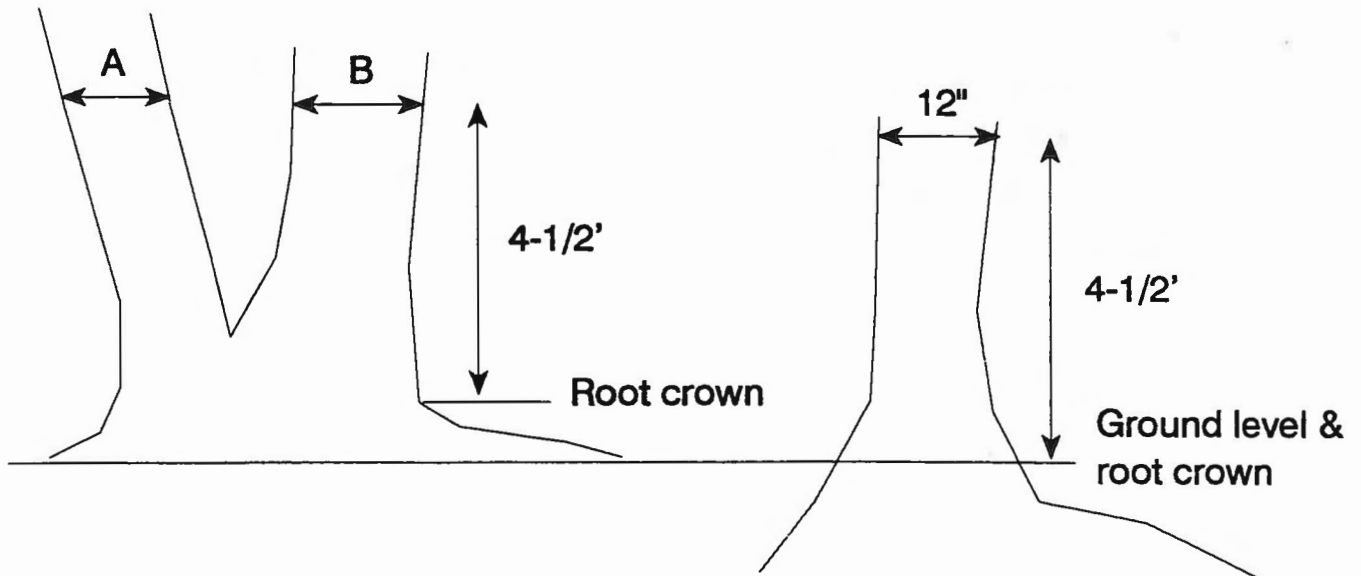




# MATURE TREES



**Mature trees: => 12" diameter at a point 4' 6" above the root crown for single trunked trees. Sum of the two largest trunks (A + B) => 14-1/2" at 4' 6" above the root crown for multi-trunked trees**



**CITY OF SANTA PAULA MUNICIPAL CODE**  
**CHAPTER 156: ZONING**

**§ 156.580 PRESERVATION, CUTTING & REMOVAL OF TREES ON PUBLIC PROPERTY**

**INTENT AND PURPOSE.**

It is the determination of the Council that proper and necessary steps should be taken in order to protect and preserve, to the greatest extent possible, mature trees on public property and native oak, sycamore and heritage and historic trees, especially where these trees are associated with proposals for urban development, as trees are a significant, historical, aesthetic and valuable ecological resource. It is the intent of this subchapter to maintain and enhance the general health, safety and welfare of the citizens of the city by assisting in counteracting air pollution, by minimizing soil erosion and other related environmental damage and by enhancing the aesthetic environment of the city. It is also the intent of this subchapter to preserve and enhance property values through conserving and enhancing the distinctive and unique aesthetic character of many areas of the city in which oak, sycamore, heritage and historic and other mature trees live. (*'81 Code, §17.56.010*) (*Ord. 954, passed - -92*)

**§ 156.581 SCOPE.**

The provisions of this subchapter shall apply to all mature trees on public property and all living native oak, sycamore, heritage and historic trees, including but not limited to, where those trees are associated with proposals for urban development, on all public or private property within the limits of the city, except as specified in § 156.585. (*'81 Code, § 17.56.020*) (*Ord. 954, passed - -92*)

**§ 156.582 PROHIBITION OF REMOVAL.**

No mature tree on public property or any native oak tree, sycamore, heritage or historic tree on public or private property or associated with urban development or zoned for further development shall be removed, cut down, or otherwise destroyed, except as provided for in this subchapter. (*'81 Code, § 17.56.030*) (*Ord. 954, passed - -92*) *Penalty, see § 156.999*

**§ 156.583 DEFINITIONS.**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- ***ASSOCIATED WITH A PROPOSAL FOR URBAN DEVELOPMENT.*** Shall apply to any land area for which an application for an entitlement, other than for a zone clearance, has been filed with and is pending consideration by the city or land zoned for further development. If such entitlement has been approved but the related project or applicable phase thereof has not been completed, the city shall attempt to work with the applicant to save as many trees which are protected by this subchapter as possible.

- **DIAMETER.** That area equal to the full breadth of the tree measured on the tree's trunk at four and one half feet from its basal root crown. Limb diameter is measured at the trunk.
- **DIRECTOR.** In a matter involving private property, means the Planning Director.
- **DIRECTOR,** in a matter involving public property or property to be dedicated for public use, means the Director of Public Works.
- **DRIPLINE.** The outermost edge of the tree's canopy. When depicted on a map, the dripline will appear as an irregular shaped circle that follows the contour of the tree's branches as seen from overhead.
- **HERITAGE OR HISTORIC TREE.** A living tree designated by resolution of the City Council following a public hearing as a heritage or historic tree because of an association with some event or person of historical significance to the community or because of special recognition due to size, rareness, condition, aesthetic or unusual qualities that add to the heritage of the community.
- **LOT.** An area of land created or established for purposes of sale, lease, finance, division of interest or separate use, separated from other lands by description on a final map or parcel map.
- **MATURE TREE.** Any other (non-oak or sycamore) single-trunked tree species equal to or greater than 12 inches in diameter as measured four and one-half feet above the root crown, or, in the case of a tree with more than one trunk, any such tree for which the sum of its two largest trunks equals or is greater than 14½ inches as measured four and one-half feet above the root crown. **MATURE TREE** shall apply to trees on public property or associated with a proposal for urban development or on land zoned for further development, but shall not apply to any tree grown or held for sale in a licensed nursery, nor to the first removal transplanting of a tree pursuant to the operation of a licensed nursery business.
- **NATIVE OAK TREE.** A living tree of the genus Quercus and species lobata, agrifolia, dumosa or hybrids thereof.
- **OAK TREE (OR HYBRIDS THEREOF).** Any single-trunked living tree of the Quercus genus and species lobata, agrifolia, dumosa, equal to or greater than five and one-half inches in diameter as measured four and one-half feet above the root crown, or, in the case of an oak with more than one trunk, any such tree for which the sum of its two largest trunks equals or is greater than seven and one-half inches as measured four and one-half feet above the root crown. **OAK TREE** shall not apply to any tree grown or held for sale in a licensed nursery, nor to the first removal or transplanting of a tree pursuant to the operation of a licensed nursery business.
- **PRUNING AND/OR TRIMMING.** The cutting of any limb or branch.

- **ROOT CROWN.** That portion of a tree trunk from which roots extend laterally into the ground.
- **SYCAMORE TREE.** Any tree of the Platanus genus equal to or greater than 25 inches in circumference as measured four and one-half feet above the root crown, or, in the case of a sycamore with more than one trunk, any such tree with a circumference of any two trunks of at least 32 inches as measured four and one-half feet above the root crown. **SYCAMORE TREE** shall not apply to any tree grown or held for sale in a licensed nursery, nor to the first removal or transplanting of a tree pursuant to the operation of a licensed nursery business.

(’81 Code, § 17.56.040) (Ord. 954, passed - -92)

**§ 156.584 TREE REMOVAL PERMITS.**

The appropriate reviewing department(s) shall give priority to inspection of those requests based upon hazardous conditions, and may refer any request to the appropriate committee/commission for determination.

- a) *Permit required.* No native oak and sycamore tree, heritage or historic tree, where that tree is on public or private property, or any other mature tree on public property except as provided for in division (B) of this section, or is associated with a proposal for urban development, shall be removed, cut down or otherwise destroyed, unless a tree removal permit has been issued by the city. The Planning Director shall establish the format and information required for a tree removal permit consistent with this subchapter. In no event shall a permit be denied if to do so would eliminate all reasonable economic use of the property.
- b) *Single parcel review requirement.* Permits for removal of native oak and sycamore trees, heritage or historic trees, and other mature trees on any single parcel shall be required from the appropriate committee/commission or director or designee.
- c) *Site inspection.* Prior to the issuance of such permit, the appropriate director, or designee, shall inspect the premises involved and shall designate the tree(s) to be removed or moved. Failure to provide access to the premises shall be grounds for denial of the permit.
- d) *Project approval required.* No tree removal permit shall be issued for the removal of any tree on any lot associated with a proposal for urban development unless the project has been approved by the city or unless the Director of Planning, or his or her designee, determines that the immediate removal of the tree is required because of the condition of the tree with respect to disease, danger of collapse of all or any portion of the tree, proximity to an existing structure or interference with utility services.
- e) *Removal not associated with a proposal for urban development.* Where tree(s) are proposed for removal that are not associated with a proposal for urban development, the Director, or designee, may condition a tree removal permit upon the replacement of certain tree(s). Any applicant for a tree removal permit shall not be required to expend more on the replacement tree(s) than the appraised value of the tree(s) for which a permit is required. An appraisal shall be done in accordance with the adopted procedures for implementation of the tree ordinance.

- f) *Removal associated with a proposal for urban development.* Where tree(s) are proposed for removal that are associated with a proposal for urban development, the Director, or his or her designee, shall cause an appraisal of the value of said tree(s) to be prepared in accordance with the adopted procedures. The resulting value shall be applied to upgrading the size of tree plantings associated with the project. Trees for which no tree report has been required pursuant to the guidelines for reports on native oak, sycamore, heritage, historic and mature trees associated with proposals for urban development (a) and (b) of the procedures for implementation shall not be subject to appraisal or replacement by value.
- g) *Tree replacement waiver.* In no case shall an applicant for a tree removal permit be required to replace or otherwise pay for the value of any tree which:
  - 1) City has directed Applicant to remove so that a public street may be constructed along an alignment determined or approved by the City Engineer or adequate line-of-sight distance may be achieved in order to assure public safety; or
  - 2) Removal was necessitated due to the poor health of the tree.

(81 Code, § 17.56.050) (Ord. 954, passed - -92) Penalty, see § 156.999

#### **§ 156.585 EXCEPTIONS.**

The following are exempt from the provisions of this subchapter:

- a) *Emergency situation.* Cases of emergency where the Planning Director or designee or any member of a law enforcement agency or the Fire Department, in the performance of his or her duties, determines that a tree poses an imminent threat to the public safety or general welfare. If conditions and circumstances permit, the public official shall consult with the Public Works Director, or designee, prior to ordering the removal of any mature tree.
- b) *City Engineer.* Removal or relocation of trees necessary to obtain adequate line-of-sight distances as required by the City Traffic Engineer.
- c) *Public improvement damage.* Removal of trees from within public right-of-way, which in the opinion of the Director of Public Works, or his or her designee, will cause serious damage to existing public improvements.
- d) *Public utility.* A public utility, regulated by the California Public Utilities Commission, is exempt from the requirements of this subchapter.
- e) *Trees for sale.* Trees planted, grown or held for sale by a private individual or nursery.
- f) *Pruning and trimming.* Pruning or trimming which does not endanger the life of the tree.

(81 Code, § 17.56.060) (Ord. 954, passed - -92)

**§ 156.586 DEFACING OR SCARRING OF NATIVE OAK, SYCAMORE, HERITAGE OR HISTORIC TREES, AND OTHER MATURE TREES.**

No person shall injure, deface or scar any native oak, sycamore, heritage or historic tree, or other mature trees.

*('81 Code, § 17.56.070) (Ord. 954, passed - -92) Penalty, see § 156.999*

**§ 156.587 ESTABLISHMENT OF FEES AND PROCEDURES.**

The City Council may, from time to time, by resolution, issue procedures to provide for the administration and implementation of this subchapter, including the establishment of fees to provide for processing of applications. The city shall have the right to review, approve conditionally, or deny any application submitted to it under the procedures contained herein or established by resolution of the City Council.

*('81 Code, § 17.56.080) (Ord. 954, passed - -92)*

**§ 156.588 APPEALS.**

Decisions relating to proposals for urban development and single parcels which are made by the Planning Director may be appealed to the Planning Commission. Decisions regarding trees on public property which are made by the Public Works Director may be appealed to the City Council.

*('81 Code, § 17.56.100) (Ord. 954, passed - -92)*

**§ 156.589 NONLIABILITY OF CITY; DUTY OF PRIVATE PROPERTY OWNERS.**

Nothing in this subchapter shall be deemed to impose any liability or duty upon the city or upon any of its officers, employees or agents, nor to relieve the owner and occupant of any private property from the duty to keep native oak and sycamore trees, heritage or historic trees, or other mature trees upon such property or under his control, in a safe condition.

*('81 Code, § 17.56.110) (Ord. 954, passed - -92)*