



TREE REMOVAL APPLICATION

I. INTRODUCTION: The City of La Cañada Flintridge preserves and protects certain species of trees that are of aesthetic importance in order to protect the scenic beauty of the City in a manner that does not unreasonably infringe upon the rights of property owners. It is pertinent to the public interest, health and welfare that the protection of these certain species of trees be guarded against damage, destruction and removal. These purposes can be achieved through education and regulation regarding the care and removal of protected trees. Protected tree means:

- A. Any of the following trees on property located in the R-1 single-family residential zone having a diameter of twelve (12) inches or greater at fifty-four (54) inches above natural grade: Coast Live Oak, Interior Live Oak, Canyon Live Oak, Scrub Oak, Coastal Scrub Oak, Valley Oak, Mesa Oak, and California Sycamore Tree. Where a tree trunk is divided below fifty-four (54) inches above natural grade, the diameter of all trunks, as measured at fifty-four (54) inches from the natural grade, shall be added to determine a tree's diameter.
- B. Any Deodar Cedar Tree on property located in the R-1 single-family residential zone that has a diameter of twelve (12) inches or greater at fifty-four (54) inches above natural grade, that has a trunk which is partially or wholly within twenty (20) feet of any curb or edge of pavement, and that is located within the Historic Deodar District, as defined in this section. Where a tree trunk is divided below fifty-four (54) inches above natural grade, the diameter of all trunks, as measured at fifty-four (54) inches from the natural grade, shall be added to determine a tree's diameter. This definition shall not apply to any Deodar Cedar Tree located within the public right-of-way, which is regulated by Chapter 4.24 of the city of La Cañada Flintridge Municipal Code.
- C. Any species of tree greater than five feet in height on property in a non-R-1 single-family residential zone, except city-owned or controlled property, which is addressed in Chapter 4.24 of the city of La Cañada Flintridge Municipal Code.

The Community Development Director approves the removal of trees on any property, provided the trees are not being removed in conjunction with a development proposal for which Planning Commission approval is required. In those cases, the tree removal will be reviewed by the Planning Commission in conjunction with the development proposal.

You may view the ordinance (Chapter 11.40 of the Municipal Code) on-line (www.lcf.ca.gov) or contact the Planning Department at (818) 790-8881 to obtain a copy of the Ordinance in order to be aware of the City's regulations before preparing your proposal.

This guide and the attached forms identify the information that you must provide to the City before a decision can be made on your request. You are also encouraged to contact the Planning Department if you have any questions about your project or the application process.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the Planning Department when applying for a Tree Removal Permit:

- A. **Attached Project Application Form**
- B. **Arborist's Report** [unless waived by the Community Development Director] prepared by a certified arborist from the City's arborist list (see www.lcf.ca.gov). Contents of the arborist's report are specified in Section 11.40.070.C.



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C. Other Materials:

1. Photos – one (1) set of photographs of the tree(s).
2. Application fees – the amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Cañada Flintridge.

III. PROCESSING YOUR APPLICATION:

- A. **Application Submittal.** After you have filled out the application, bring it, with the required fee (if needed), to the Planning Department. You will receive a case number for your project and a receipt for your fee payment.
- B. **Staff Review of Application for Completeness.** The Planning Staff will advise you if the application packet is missing any required information.
- C. **Director's Action.** Your request will be reviewed by the Director of Community Development or his designee for conformity with the standards, thresholds and intent of the Ordinance. You will be notified in writing of the Director's decision. The project could be approved, approved with conditions, or forwarded to the Planning Commission for public hearing.
- D. **Neighbor Notification.** Neighbors will be notified of the Director's determination.
- E. **Appeal.** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the Planning Commission. Information regarding the appeals process is available at the Planning Department.

IV. FEES:

Tree Removal Permit:	\$100.00
<u>Noticing Fee:</u>	<u>\$100.00</u>
Total:	\$200.00



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TR#

City Date Stamp

V. **APPLICANT:** _____
Name Telephone No. Fax No.

Street Address City, State Zip Code

VI. **PROPERTY OWNER:** _____
Name Telephone No. Fax No.

Street Address City, State Zip Code

VII. **STREET ADDRESS:** _____

VIII. **SUBJECT PROPERTY IS:**

- _____ Single Family Residence
- _____ Vacant Single Family Residential Property
- _____ Commercial or Multi-family Residential or other Non-Residential. Contact the Community Development Department for additional instructions

IX. **TREES TO BE REMOVED:** Please indicate the number of each species of tree to be removed and the trunk diameter (not circumference) as measured four feet (4') above the ground. If a tree has more than one trunk, the diameter should be the combined diameter of all trunks at four feet above ground.

_____ oaks of _____ diameter (list each tree's diameter)

_____ sycamores of _____ diameter (list each tree's diameter)

_____ deodar cedars of _____ diameter (list each tree's diameter) within historic deodar area

_____ other (for properties other than single-family residential) – list tree type and size:



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X. REASON FOR REMOVAL:

XI. LOCATION OF AFFECTED TREES: Indicate the approximate location of trees to be removed. Show these in relation to the approximate locations of any structures, driveways, pools, etc. For irregular shaped lots, please show any significant lot contours, cul-de-sac entries, or flag strip driveways. For any proposed expansion which will require removal of trees, please show area of expansion.

Site Layout Drawing

XII. PROPERTY OWNER'S AFFIDAVIT:

As owner of the above described property, I/we affirm that the statements and answers contained herein and the information and plans submitted are in all respects true and correct to the best of my/our knowledge and belief.

Executed this _____ day of _____, 20_____

(REQUIRED) Property Owner's Signature

XIII. PROJECT QUESTIONNAIRE:

The City requires the following information so that it may review your project under the requirements of the California Environmental Quality Act (CEQA). Please fill out this Initial Study Questionnaire and submit it with your project application form. Use additional sheets, as needed. For additional information, please call (818) 790-8881.



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A. Present use of site:

B. Gross area of site (Include any easements located within property lines)

_____ Square Feet

C. Project Description. Are you doing something else on the site in conjunction with the tree removal? Are there other applications involved? Describe:
