



CITY OF PLEASANT HILL

PHONE (925) 671-5209
FAX (925) 682-9327

www.ci.pleasant-hill.ca.us

100 Gregory Lane
Pleasant Hill, CA 94523

TREE REMOVAL PERMIT SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below. Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

Required <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed.	1
X	<u>Fee/Deposit</u> - check payable to the City of Pleasant Hill.	1
X	<u>Tree Condition Evaluation Report</u> - an independent report by a certified arborist, licensed landscape architect or other professional approved by the Public Works and Community Development Director. May be subject to peer review (see attached sample).	1
X	<u>Site photographs</u> - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly.	1
X	<u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Planning Division determines that additional information is necessary to properly evaluate the project (see attached sample). <u>Site plan shall include the following information:</u> <i>Legal boundaries</i> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like. <i>Streets and lots</i> - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.	1

	<p><i>Trees</i> - species, common name, size, condition, location, and drip line of existing trees with a trunk three inches and greater in diameter, at DBH (54 inches above grade). Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed.</p> <p><i>Buildings</i> - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.</p> <p><i>Features</i> - building appurtenances and features, including balconies, decks, landscaping, stairs, and rooflines to be shown.</p>	
O	<p><u>Cost Recovery Agreement</u> – Agreement for payment to the City for application processing and plan checking and inspection services for certain land use and development projects. Required for cost recovery if more than five (5) trees are requested to be removed. Signatures to be notarized.</p>	1
X	<p><u>Tree Replacement plans</u> – Tree replacement shall be provided, including number, specie and size of replacement tree (two trees of 15 gallon size for every native or indigenous protected tree requested to be removed and one tree of 15 gallon size for every non-native protected tree requested to be removed.</p>	1



APPLICATION FOR DEVELOPMENT REVIEW

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I. CHECK TYPE OF PERMIT(S) REQUESTED

- | | | |
|---|---|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Zoning Permit |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Development Plan | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Architectural Review | <input type="checkbox"/> Tree Removal | <input type="checkbox"/> Other _____ |

II. GENERAL DATA

- A. Address of Property _____
- B. Assessor's Parcel Number(s) _____
- C. Zoning _____
- D. Existing Use _____
- E. Description of Project or Request _____
- _____
- _____
- _____

III. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

A. Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

B. Applicant other than Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

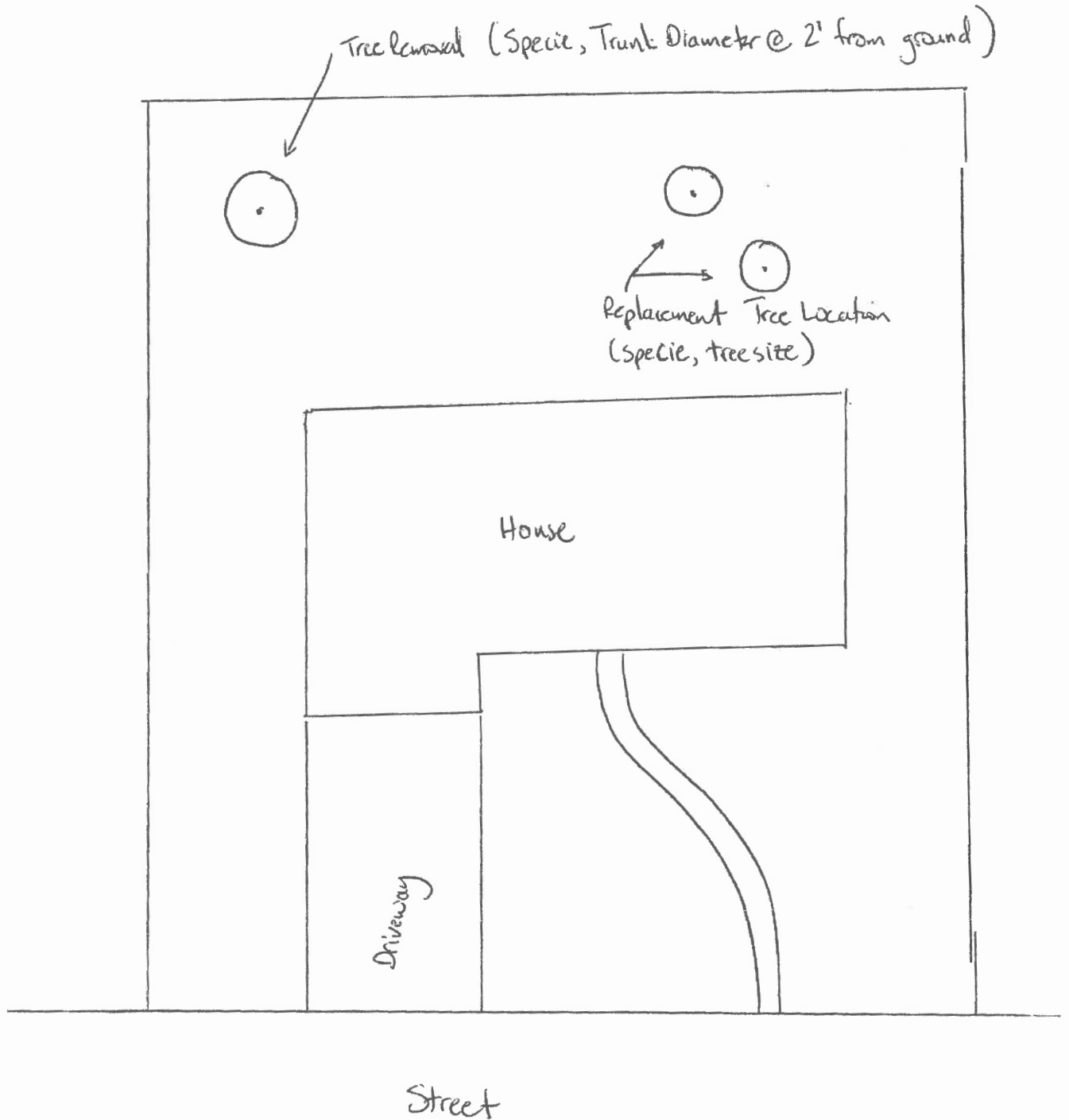
C. Authorized Agent

Company _____	Contact/Title _____
Address _____	Phone/Fax _____
Signature _____	Email _____
	Date _____

TO BE COMPLETED BY STAFF

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY
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Sample Tree Removal + Replacement Site Plan



Sample Arborist Report

Arborist Company Letterhead/Logo

Applicant Name

Site Address

Re: Request for Tree Removal

Dear

The following letter addresses the information required by the City of Pleasant Hill tree preservation ordinance regarding the desired removal of a "Protected Tree". In accordance with the Ordinance, any native (indigenous) trees (to include native oak trees) that are over 9-inches in diameter, measured at 54-inches (DBH) above grade, require an arborist assessment prior to obtaining a permit to remove. In addition, non-native (non-indigenous) trees that are over 18-inches in diameter, measured at 54-inches (DBH) above grade, require an arborist assessment prior to obtaining a permit to remove.

Observations

The Coast Redwood (*Sequoia sempervirens*) that you desire to remove is located at the front left corner of your residence between your and your neighbor's homes. The tree is in good health and is growing vigorously. The trunk diameter measures 24-inches at 54" (DBH) above grade level, and thus is considered to be a "Protected Tree".

The current canopy extends over the roofs of both homes, and is within 3-feet of your foundation and the neighbor's fencing. Furthermore, the neighbor's fence has been lifted by the buttress roots and the gate is skewed to an angle.

Your concerns of this tree being the wrong choice for this location are well founded, as the tree is still very young and could easily double in size over time. While the fencing could be creatively repaired, the nearby foundation will still be at risk to the buttress flair.

Note: Other typical reasons for removal include: (a) damage to property such as hardscape and underground utilities, (b) declining health, (c) the tree is to be displaced by an addition to the home, (d) the tree is interfering with overhead power lines, and (e) the tree has significant potential to fail and result in property damage/personal injury, etc.

Note: Alternatives to removal may include: (1) transplanting/re-relocation of the tree, (2) trimming of the tree, (3) revising the site/floor plan of the addition proposed to displace the tree, and/or (4) root and/or canopy maintenance and treatment in accordance with a State licensed arborist.

(Insert Photos Here)



Opinions

While this is a nice specimen, your concerns for this Coast Redwood are legitimate. When planting homeowner's often neglect to consider how fast and large redwoods can grow, and place them in a confined space. It is my opinion that this tree is inappropriate for this confined space and will likely be problematic to the foundations and nearby hardscapes in the future. For this reason I feel the removal of this Coast Redwood tree is a prudent choice.

Thank you for the opportunity to provide you with this letter and please feel free to call if you have any questions or concerns.

Sincerely,

Arborist Name

Certification/License No.