

CITY OF SAN JUAN CAPISTRANO



Planning Division
 32400 Paseo Adelanto
 San Juan Capistrano, CA 92675
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For City Staff Use Only

Case File # TRP	Date submitted:
Project Manager:	Application received by:
Fees Paid: \$	

TREE REMOVAL PERMIT APPLICATION

Municipal Code Section 9-2.349 regulates the removal of trees within New Development Projects, Utility Easements, Common Landscape Areas, Nonresidential Projects, City Facilities and Right-of-Way, Heritage Trees, and Individual Residential lots for trees within the front or street side yard setbacks, or any setback adjacent to a public or private right-of-way or trail easement; and establishes findings for approval of a tree removal permit. Tree removals requiring Development Services Department review and action will take approximately 3-4 weeks. Trees requiring Planning Commission review will take 1-3 months for final determination.

The Development Services Director may require notice of intended tree removal to Homeowner's Associations and affected property owners located adjacent to the subject property. Any decision regarding a tree removal permit may be appealed in accordance with the provisions of Municipal Code Section 9-2.311, Appeals.

Property Address:		APN:	
Property Owner:	Agent/Representative:		
Owner Address:	Agent Address:		
Owner City/State/Zip:	Agent City/State/Zip:		
Owner Phone:	Agent Phone:		
Owner E-mail:	Agent E-mail:		

TREES PROPOSED FOR REMOVAL

Number of trees	Common Name/ Latin Name	Trunk Diameter (inches)	Condition

CRITERIA TO BE CONSIDERED BY CITY FOR REMOVAL

Please check any of the boxes below that apply to your tree:

<input type="checkbox"/> The tree proposed for removal is unsuitable to the planting area in that the area is too small to accommodate the height, diameter of trunk or canopy, or root zone of the tree, or excessive trees exist on the site requiring thinning to maintain tree health.	<input type="checkbox"/> Removal of the tree will not have adverse impact on adjacent properties or the general welfare in that its removal will not adversely impact views, public streetscapes, or other aesthetic considerations.
<input type="checkbox"/> The tree is an unsuitable variety for the site in that the species is not a native variety, is not in keeping with the community character of San Juan Capistrano, is of an invasive species, or otherwise conflicts with the intent of this ordinance.	<input type="checkbox"/> Where appropriate, replacement trees have been proposed to maintain the urban forest canopy and the replacement tree are more appropriate to the site and to the planting area.

SITE PLAN WITH TREE LOCATION ON PROPERTY

Attach a site plan to the application that indicates property lines, streets, buildings, driveways, and all trees subject to be considered for removal. Label the tree(s) proposed for removal by indicating the common name, latin name, and diameter. Indicate intended size, location, and species of proposed replacement. Please note that most removals require a replacement.

Describe reason and/or circumstances for the tree removal:

SIGNATURE/ACKNOWLEDGEMENT

I hereby certify that all information contained in this application is true and correct; and that I am the legal property owner or the authorized agent/representative of the property owner. I understand that the City may require that I retain a certified arborist to determine the condition of the tree(s) and preservation alternatives. I hereby grant the City authority to enter onto the property to conduct an inspection of the tree(s), and agree to provide safe access to the property by ensuring that any gates are unlocked, if applicable, and remove any dogs or other pets from the area to be inspected.

Property Owner's Signature

Authorized Agent's Signature

If you reside within a Home Owners Association area, please be sure to contact the Board or management company to confirm if they have a separate process for approval of tree removals. The City's review does not replace any Home Owners Association requirements.

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Inspection Date:

Re-Inspection Date:

Approved

Denied

Condition(s):

Signature:

Date:

TREE REMOVAL PERMITS SHALL EXPIRE SIX MONTHS FROM THE DATE OF APPROVAL