



**APPLICATION FOR A TREE REMOVAL PERMIT**  
CITY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS

**BUREAU OF STREET SERVICES  
URBAN FORESTRY DIVISION**  
1149 S. BROADWAY, SUITE 400, LOS ANGELES, CA 90015  
TEL: 213.847.3077

STEP 1: Call (800) 996-2489 or visit 'myla311.lacity.org' to obtain a Service Request Number (Application #): \_\_\_\_\_  
*Application Number*

STEP 2: Bring this application, along with all supporting documents, to the Urban Forestry Division public counter for review (see above for address, hours of operation are 7:00am – 3:30pm, Mon-Fri). Applications will not be accepted via e-mail, U.S. Postal Service, or fax.

**Property Address:** \_\_\_\_\_  
*(Print Clearly)*      *Number*      *Street Name*      *City*      *State*      *Zip Code*

**Property Owner's Name:** \_\_\_\_\_  
*First*      *Last*

**Property Owner's Contact Information:** \_\_\_\_\_  
*Tel. No. Including Area Code*      *E-mail Address*

**Total number of tree(s):** \_\_\_\_\_ and specific reason for tree removal \_\_\_\_\_  
*(Damaged sidewalk, driveway installation, street widening, City Planning condition,*

*tree in proposed foot print of the structure or dead tree. If it is a sewer line replacement issue, a sewer connection permit from the Bureau of Public Works Engineering is required.)*

**Property Owner's Representative/Agent:** \_\_\_\_\_  
*First*      *Last*

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*Number*      *Street Name*      *City*      *State*      *Zip Code*

**Contact Information:** \_\_\_\_\_  
*Tel. No. Including Area Code*      *Email Address*

**If the tree removal is approved and any fees due have been paid, the permit should be made out to (if this area is left blank, the permit will be made out to property owner):**

**Name:** \_\_\_\_\_

**E-mail or Mailing Address:** \_\_\_\_\_

- This is a standard application for STREET TREES.** Please complete the attached checklist at the top of the next page.
- This is a standard application for PROTECTED TREES.** Please complete the second section of the attached checklist.
- This application pertains to a LAND DEVELOPMENT case.** Complete the appropriate section of the attached checklist (standard or protected) and include the following:

1. B-permit number, plot plans, conditions of approval and final version of CEQA Documents (EIR, ND, NOE, MND, CE). Tree removals must be addressed or an addendum will be required. All documents MUST be attached to this application.
2. Project title and case number: \_\_\_\_\_  
*(ZA, TR, CPC, DIR, VAC, PM, DOT, APC)*

I am submitting this application along with the attached checklist and required documents to the above address. I understand that submission of this application does not guarantee an approval for a tree removal permit. If the tree removal permit is granted, I understand I will be required to replace the removed tree(s) at a ratio determined by the Urban Forestry Division and pay any outstanding planting, removal, and/or permit fees in accordance with City policy. I understand that average processing time for tree removal permits is 90 to 120 days from the time a complete application is received.

\_\_\_\_\_  
*Date*      *UFD Staff Initials*      *Property Owner's Signature*      *Print Name*

## STANDARD TREE REMOVAL APPLICATION CHECKLIST

(The following items are REQUIRED and must be attached to the application. Incomplete applications will not be processed.)

FOR STREET TREES	
<input type="checkbox"/>	1. Bureau of Engineering A-permit for any sidewalk/curb repairs or driveway relocations/widening. <b>(The A-Permit is a separate permit which must be obtained from BOE. All driveway A-permits must include the notation "Driveway cannot be relocated." There is a \$349.86 fee for driveway relocation/widening that must be paid AFTER your permit is approved).</b>
<input type="checkbox"/>	2. Plot Plans – Trees to be removed <b>MUST</b> be highlighted. (This requirement is for driveway relocation/widening only)
<input type="checkbox"/>	3. Current color photos of entire tree and damage caused by tree, if applicable. Print-outs from Google Maps are not acceptable.
<input type="checkbox"/>	4. Any further information that preparer of the City opines is pertinent to the project.
<input type="checkbox"/>	5. Final version of CEQA document (Tree removals must be addressed or an addendum will be required).

FOR PROTECTED PRIVATE PROPERTY TREES (Fee is \$1084.00 per 5 trees)	
Three (3) hard copies of the Protected Tree Report (PTR) written within one calendar year of application date shall be submitted and reviewed at the counter containing the following required information.	
(Los Angeles Municipal Code (LAMC) Section 17.02)	
<input type="checkbox"/>	1. <b>"Tree Expert"</b> A person with at least four (4) years of experience in the business of transplanting, moving, caring for and maintaining trees and who is (a) a certified Arborist with the International Society of Arboriculture and who holds a valid California license as an Agricultural Pest Control Advisor or (b) a Landscape Architect or (c) a registered consulting Arborist with the American Society of Consulting Arborists. (Amended by Ord. No. 177, 404 Effective 04/23/06)
<input type="checkbox"/>	2. By whom the PTR is prepared.
<input type="checkbox"/>	3. For whom the PTR is prepared.
<input type="checkbox"/>	4. PTR location address with short geographic description.
<input type="checkbox"/>	5. Date PTR is prepared.
<input type="checkbox"/>	6. Date of PTR field inspection.
<input type="checkbox"/>	7. PTR purpose.
<input type="checkbox"/>	8. Table of Contents.
<input type="checkbox"/>	9. Project description and background.
<input type="checkbox"/>	10. Square footage of the entire property, and footprint square footage of the existing and proposed new structures.
<input type="checkbox"/>	11. Field observations including precise reason for removal and explanation of why the trees cannot be preserved or saved.
<input type="checkbox"/>	12. Findings.
<input type="checkbox"/>	13. Recommendations.
<input type="checkbox"/>	14. Trees tagged and numbered.
<input type="checkbox"/>	15. Mitigation (optional, <u>City of Los Angeles proscribes mitigation for any protected tree removal approval</u> ). The ordinance states the mitigation shall "approximate the value" of the removed trees. The current Board of Public Works policy has increased the minimum requirements for protected tree replacement to 4:1. The Bureau determines value of tree or group of trees in context with their environment.
<input type="checkbox"/>	16. Protected tree construction impact guidelines.
<input type="checkbox"/>	17. Matrix (spreadsheet) summarizing field observations of all protected tree(s) on subject property and any offsite protected trees that may be impacted by project number (trees to be field tagged, provide code for offsite trees, i.e. OS#1), tree species, tree height, diameter, spread, physical condition, (i.e. declining, drought stressed, twig dieback, etc.), suggested treatment, tree rating, any other related information.
<input type="checkbox"/>	18. Matrix of proposed protected tree removals.
<input type="checkbox"/>	19. Matrix of proposed protected trees to remain.
<input type="checkbox"/>	20. Color photographs of all protected tree(s) (multiple trees may be shown on a photo if there is some method to differentiate between individual trees). Photos should be large, at least 5" x 7".
<input type="checkbox"/>	21. 24-inches by 36-inches Topographical map (Construction drawing) with all protected trees plotted (as close to real positions as possible, survey not required). Trees shall be color-coded, either highlighted or CAD, as follows: Quercus spp (yellow), Platanus racemosa (blue), Umbellularia californica (green), Juglans californica (orange). All proposed protected tree removals shall be circled in red. Approximate canopy spread should also be included. Included on the plan shall be the footprint of any proposed buildings, walls, patios, pools, etc. Also to be included on plan are lot and proposed building(s) square footage.
<input type="checkbox"/>	22. Landscape plan showing locations of all replacement trees on a 4:1 basis with the tree stock size to be determined by the City. This plan shall be species color coded as per item 21.
<input type="checkbox"/>	23. Verification of current licenses and certifications.
<input type="checkbox"/>	24. Any further information that preparer or the City opines is pertinent to the project.
<input type="checkbox"/>	25. Arborist's opinion whether naturally occurring or planted.
<input type="checkbox"/>	26. Pictures showing protective fencing around the trees to be protected is in place.
<input type="checkbox"/>	27. Reason for removal, including pictures of damaged parts of tree if applicable.
<input type="checkbox"/>	28. Must be in a 3-ring binder if large amount of pages.
<input type="checkbox"/>	29. Final version of CEQA documents (CE, ND, MND, EIR).
<input type="checkbox"/>	30. <b>Digital copy of all submissions.</b>