



### TREE REMOVAL APPLICATION

For all Non-Construction and Construction related tree removals

Owner Name:		Applicant Name:	
Address:		Address:	
City:	Zip:	City:	Zip:
Phone:		Phone:	
Email:		Email:	
Address of Tree(s):			
Number of trees applying to remove:			
Tree Species:			
Application Description & Reason for Removal:			
Is this removal a City Tree? ___ YES ___ NO ___ DON'T KNOW    Dog in yard? ___ YES ___ NO			
Is this associated with a Building Permit or Development Plan? ___ YES ___ NO If YES, please provide appropriate reference numbers:			
Is this property governed by a Homeowners Association (HOA)? ___ YES ___ NO    If YES, please provide HOA Board Approved Meeting minutes authorizing tree removal(s) with your tree removal application.			

**ALL ITEMS BELOW MUST BE INCLUDED TO PROCESS TREE REMOVAL APPLICATIONS**

- Tree(s) banded with ribbon or duct tape for identification
- Site plan drawing or photo of tree site with Tree ID (Tree#1, Tree #2, etc.)
- Supporting documentation (repair, receipts, etc.)
- Photo log showing damage or reasons for removal<sup>1</sup>
- Replanting plan<sup>2</sup>
- Arborist Report<sup>3</sup>

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.  
FAILURE TO KEEP TREES BANDED MAY RESULT IN A REJECTED APPLICATION.**



1. Include a photo log that clearly shows the trees requested for removal. All tree(s) must be uniquely identified by a number and a ribbon, or an identifier wrapped around the trunk in the photo and prior to inspection.
2. Include a replanting plan in accordance with Section [12.24.090\(J\)](#) of the City's Municipal Code. A minimum 1:1 replanting rate is required for plantings onsite, and a minimum 2:1 replanting rate is required for plantings offsite or within the public right-of-way.
3. An application for tree removal on a site where a discretionary or ministerial development permit is requested shall include an arborist report and a site plan that includes accurate drip line delineation and cross sections of construction work impacting both trees proposed for removal and trees planned to remain.
4. If an "Imminent Hazard to Life or Property" Application is being submitted, a statement from a TRAQ Qualified & Certified Arborist must be provided.

**Tree Removal Decisions as outlined in Section 12.24.090 of the City’s Municipal Code**

SELECT TYPE OF TREE REMOVAL APPLICATION BEING SUBMITTED		DECISION MAKER
	<b>Tree Health and Hazard Mitigation</b> SLOMC <a href="#">12.24.090(E)</a>	City Arborist
	<b>Convenience Removal</b> SLOMC <a href="#">12.24.090(E)(3)</a> <i>Tree Committee makes recommendation to Community Development Director</i>	Community Development Director
	<b>Minor Ministerial Development Permit</b> SLOMC <a href="#">12.24.090(F)(1)</a> <i>Removal for residential or accessory construction on an R-1 or R-2 lot</i>	City Arborist
	<b>Discretionary Permits Construction Tree Removal</b> SLOMC <a href="#">12.24.090(F)(3)</a>	Community Development Director
	<b>Major Development / Tentative Tract Map/ Conditional Use Permit</b> SLOMC <a href="#">12.24.090(F)(4)</a>	Planning Commission
	<b>Imminent Hazard to Life or Property</b> SLOMC <a href="#">12.24.090(E)(1)(a)</a>	Statement from Certified Arborist with TRAQ City Arborist

**Submittal Instructions**

Submit Tree Removal applications to the City of San Luis Obispo, Community Development Department at the following address: 919 Palm Street, San Luis Obispo, CA 93401 or by email to [trees@slocity.org](mailto:trees@slocity.org).

Payment of the “Tree Removal Permit” fee shall be submitted along with this application. Refer to the City’s current Comprehensive Fee Schedule for the current fee.

**Property Owner Authorization:**

By signing this application, I certify that I have reviewed this completed application and the attached material and consent to its filing. I agree to allow the Community Development Department to duplicate and distribute submitted materials to interested persons as it determines is necessary for the processing of the application.

\_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

**Applicant/ Representative Certification:**

By signing this application, I certify that the information provided is accurate. I understand the City might not approve what I’m applying for or might set conditions of approval. I agree to allow the Community Development Department to duplicate and distribute submitted materials to interested persons as it determines is necessary for processing of the application.

\_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

**Permission to Access Property:**

This section is to be completed by the property owner and/or occupant who controls access to the property. To adequately evaluate the submitted proposal, Community Development Department Staff, Commissioners and City Council Members will have to gain access to the exterior of the real property in order to adequately review and report on the proposed request. Your signature below certifies that you agree to give the City permission to access the project site from 8 a.m. to 5 p.m., Monday through Friday, as part of the normal review of this application.

\_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

**Indemnification Agreement:**

The Owner/Applicant shall defend, indemnify and hold harmless the City or its agents or officers and employees from any claim, action or proceeding against the City or its agents, officers or employees, to attack, set aside, void, or annul, in whole or in part, the City’s approval of this project. In the event that the City fails to promptly notify the Owner / Applicant of any such claim, action or proceeding, or that the City fails to cooperate fully in the defense of said claim, this condition shall thereafter be of no further force or effect.

\_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_