

**CITY OF SAUSALITO
TREE REMOVAL/ALTERATION PERMIT**

APPLICATION INSTRUCTIONS¹

WHEN IS A PERMIT REQUIRED?

A Tree Removal/Alteration Permit is required to alter, prune, shape, trim, top, or remove any "Protected Tree." Protected Trees are those listed below:

Trees on Private Property

- a. Any Coast Live Oak (*Quercus agrifolia*) measuring 12 inches or more in circumference at breast height (CBH) (or 3.8 inches or more in diameter at breast height (DBH)).
- b. Any tree which measuring 30 inches CBH (or 9.6 inches DBH) or more on developed private property (a.k.a. Heritage Tree).
- c. Any tree measuring 12 inches CBH (or 3.8 inches DBH) or more on undeveloped private property,
- d. Any tree that has special significance as provided for by resolution of the City Council (a.k.a. Dedicated Tree).

Trees on City-Owned Property

- e. Any tree or shrub on City-owned property or public right-of-way.

Exceptions

The following "Undesirable Trees" are not Protected Trees or subject to Tree Removal/Alteration Permits:

- a. Blue Gum Eucalyptus (*Eucalyptus globulus*);
- b. Monterey Pine (*Pinus radiata*);
- c. Monterey Cypress (*Cupressus macrocarpa*);
- d. Coast Redwood (*Sequoia sempervirens*);
- e. Blackwood Acacia (*Acacia melanoxylon*);
- f. Bailey Acacia (*Acacia baileyana*); and
- g. Green Wattle (*Acacia decurrens*).

APPLICATION STEPS

1. Arborist Report. Obtain an arborist report prepared in accordance with the "Arborist Report Requirements" for the proposed tree work. An arborist report is required for all applications.
2. Permission to Enter Form. If the tree is located on private property which is not owned by the applicant, the applicant must obtain permission from the Tree Owner to allow site visits by the Sausalito Trees and Views Committee members, and City staff, as well as the workers performing the tree removal or alteration by completing the attached "Permission To Enter Form". If the Tree Owner does not complete the Permission To Enter Form, the applicant must follow the provisions of the Trees and Views Regulations regarding views (Section 11.12.040).
3. Submit Application Materials to the Community Development Department:
 - Application Form
 - Arborist Report
 - Permission To Enter Form (if applicable)
 - Licensed contractor's proof of liability and Workers Compensation Insurance
 - Application Fees

¹ These Application Instructions apply to Tree Removal/Alteration Permits for trees on developed property which are not part of a development proposal requiring approval by the Planning Commission.

**CITY OF SAUSALITO
TREE REMOVAL/ALTERATION PERMIT**

**APPLICATION INSTRUCTIONS
CONTINUED**

4. Upon submittal of the completed application materials, the Community Development Department staff will provide a notice and marking tape to the applicant. Within two days the applicant must:
- Post the notice in front of the property where the tree work is proposed. The notice must be plainly visible to and readable by pedestrians walking along the street front.
 - Place the marking tape on the tree(s) for which the Tree Removal/ Alteration Permit is requested.

The notice and marking tape must remain in place until the permit is issued and the work is completed.

REVIEW AND DECISION

5. Tree Removal/Alteration Permits for work on private property require review and approval by the Trees and Views Committee. Complete applications must be received at least 15 days prior to the next meeting of the Trees and Views Committee. The Trees and Views Committee generally meets once per month.
6. Tree Removal/Alteration Permits for work on City-owned property or public right-of-way require review and approval by the Department of Public Works.
7. Submittal of an application grants permission for the Trees and Views Committee and any City officials to enter the property to inspect the tree(s) as part of the decision-making process. If a quorum (three or more members) of the Trees and Views Committee meets on the property, public noticing is required and the public or interested parties must be allowed to enter the property.
8. The Trees and Views Committee will consider the requested Tree Removal/Alteration Permit at a public meeting. The Community Development Department staff will present a staff report on the requested Permit. The Committee will accept testimony from the applicant, neighbors, and interested parties. Applicants (or their representatives) are encouraged to attend the meeting to address concerns of the Committee or neighbors. The Committee may approve the Permit, approve the Permit subject to the fulfillment of certain conditions, continue consideration of the Permit to a later meeting, or deny the Permit.
9. The Community Development Department staff will notify the applicant of the Committee's action. If the Permit is approved, the Permit will be provided to the applicant. The Permit must be posted in front of the property where the tree work will occur. The Permit must be plainly visible to and readable by pedestrians walking along the street front.

QUESTIONS?

For additional information refer to the Trees and Views Regulations in Municipal Code Chapter 11.12 or contact the Community Development Department at 289-4128.