



TREE REMOVAL / ALTERATION PERMIT
CITY OF SAUSALITO- COMMUNITY DEVELOPMENT DEPARTMENT
420 Litho Street, Sausalito, CA 94965 | 415-289-4128

APPLICATION INSTRUCTIONS

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 4 inches or more in diameter at breast height (DBH).
- b. Any tree which measuring 10 inches DBH or more on developed private property (a.k.a. Heritage Tree).
- c. Any tree measuring 4 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 attached "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 Planning Commissioners, 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 if pertaining to the obstruction of views or sunlight (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 (please call the Community Development Department for a fee estimate)



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APPLICATION INSTRUCTIONS
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4. Upon submittal of the completed application materials, the Community Development Department will post a notice of pending application on the subject property and provide the applicant with marking tape. Within two working days the applicant must 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 Planning Commission. Complete applications must be received at least 15 days prior to the next available meeting of the Planning Commission. The Planning Commission generally meets twice 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, not the Planning Commission.
7. Submittal of an application grants permission for the Planning Commission 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 Planning Commission meets on the property, public noticing is required and the public or interested parties must be allowed to enter the property.
8. The Planning Commission 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 Commission 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 Commission or neighbors. The Commission 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. Community Development Department staff will notify the applicant of the Commission'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.

Pursuant to Sausalito Municipal Code (SMC) 11.12.030.F., the Fire Chief, the Chief of Police or the City Engineer may authorize the removal or alteration of a Protected tree without a city permit if personal injury or property damage is imminently threatened (meaning that the likelihood of failure is "probably" or "imminent" and the risk if failure occurs is "high" or "extreme." Please consult the Community Development Department if you believe these emergency procedures relate to your tree work.

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.



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**PERMISSION TO ENTER
 FOR REMOVAL OR ALTERATION OF TREES**

THIS PERMISSION FORM MUST BE ON THE SITE DURING TIMES
 WHEN WORK IS BEING PERFORMED

Please type or print all information

I _____(Name) hereby grant permission to
 _____(Name of Tree Worker)

to enter my property at _____
 for the purpose of the removal or alteration of trees as may be approved by the City of Sausalito
 Planning Commission, and subject to the following additional conditions (if none, enter "None"):

Furthermore, I hereby grant permission for the Planning Commissioners and any City of Sausalito
 officials to enter the property to inspect the tree(s) for making a decision regarding removal or alteration
 of trees. If a quorum (three or more members) of the Planning Commission meets on the property, a
 publicly-noticed meeting is required and the public or interested parties are allowed to enter the property
 during the publicly-noticed meeting.

Granted by:
 Signature _____ Date _____
 Day Phone _____ Email Address _____

CITY OF SAUSALITO
ARBORIST REPORT REQUIREMENTS

The Arborist Report must be prepared by a Certified Arborist currently listed as a member by the International Society of Arboriculture or a Consulting Arborist currently listed as a member of the American Society of Consulting Arborists. The Arborist Report must provide and address the following items.

Site Plan

A site plan showing the trunk location, diameter at breast height (DBH), height, driplines, species, and appraised value of the trees for which removal or alteration is requested. The site plan must be clearly legible, use a reasonable scale, and show locations of the subject trees relative to other trees and structures on the parcel.

- If the tree removal or alteration is requested for view purposes, the site plan must show how the tree impairs the applicant's view.
- If the tree removal or alteration is requested to accommodate new construction on a private undeveloped parcel, the site plan must be prepared by a licensed design professional (e.g., land surveyor, architect, or civil engineer) and accurately show locations and driplines of all trees whose driplines are located on the parcel.

Photographs

Photographs must be provided showing the overall aspect of the tree and its setting in relation to nearby structures and other trees. In addition, photographs must be provided:

- Showing the view impairment created by the tree, if the tree removal or alteration is requested for view purposes.
- Showing the property damage or visible symptoms of the tree's poor health, if the tree removal or alteration is requested due to property damage or the tree's poor health.

Written Report addressing:

Tree removal applications.

- a. Reasons for removal.
- b. The economic value of the tree based on the ISA Guide for Plant Appraisal.
- c. Dangers which may result by the continued existence of the tree if not removed. A hazard evaluation report based on the ISA Tree Hazard Evaluation standards may be provided.
- d. Effects of the removal on neighboring vegetation.
- e. Loss of soil stability that may occur if the tree is removed.
- f. Advisability of stump or root removal.
- g. Suggestions for replacement planting.

Tree alteration (e.g., pruning, shaping, trimming, topping) applications.

- h. Description of and reasons for alteration.
- i. Dangers which may result by continued existence of the tree if alteration is not performed.
- j. Structural or health effects on the tree which would result from the proposed alteration.
- k. Effects of the alteration on neighboring vegetation.
- l. If the proposed alteration is for view purposes, an estimate of the frequency and future costs to sustain the desired view.
- m. Suggestions for improving the health of the tree, such as improving root or soil conditions beneath the tree.



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APPLICANT INFORMATION

TP _____

Name _____

Address _____

Day Phone _____ Email Address _____

PROPERTY OWNER INFORMATION (If different from Applicant)

Name _____

Address _____

Day Phone _____ Email Address _____

TREE OWNER INFORMATION (If different from Property Owner)

If this application is for work on a tree located on property not owned by the applicant, provide the following information and attach a completed "Permission to Enter" Form. If this application is for work on a tree on City-owned property, describe the location and state "City property".

Name _____

Address _____

Day Phone _____ Email Address _____

EXPLANATION OF PROPOSED WORK

Describe the extent of the proposed tree work.

Explain why the work is needed.



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If the tree will be removed, will a replacement tree be planted?

Yes – List species, location, and container size of replacement tree.

No – Explain why not.

APPLICANT'S AUTHORIZATION AND VERIFICATION

I (We) hereby grant permission for the Sausalito Planning Commissioners and any City Officials to enter the property to inspect the tree(s) for making a decision on this Permit application. If a quorum (three or more members) of the Planning Commission meets on the property, a publicly-noticed meeting is required and interested parties are allowed to enter the property during the publicly-noticed meeting. I (We) grant this permission subject to the following conditions. If none, check here

I (We) hereby declare under penalty of perjury under the laws of the State of California that the information in this application and the accompanying materials are true, complete, and correct.

SIGNATURES

Applicant Date

Property Owner Date

For questions contact:
Community Development Department
420 Litho Street
Sausalito, CA 94965
415/289-4128 Voice
415/339-2256 Fax

Staff Use Only	
Permit Fee Paid	_____
Receipt No.	_____
By (Initials)	_____
Date Stamp	