

INSTRUCTIONS FOR FILING A DEAD TREE REMOVAL APPLICATION

DEFINITION

A “tree” shall mean any live or dead woody perennial plant characterized by having a main stem or trunk which measures fifty-six (56) inches or more in circumference at a height of twenty-four (24) inches above natural grade slope.

A multi-trunk tree shall be considered a single tree and measurement of that tree shall include the sum of the circumference of the trunks of that tree at a height of twenty-four (24) inches above natural grade slope.

(Per Chapter 13.32 of Title 13 of the San Jose Municipal Code.)

INSTRUCTIONS

Please complete the attached application and **call for an application appointment to the Department of Planning, Building and Code Enforcement** of the City of San Jose, along with:

1. **Plot Plan/Photographs.** Two (2) copies of a legible plot plan of the property drawn to scale showing (*For your convenience, we have included a sample plot plan.*):
 - Location of existing buildings, driveways and accessory structures, powerlines, with dimensions.
 - The type, size, and condition of trees to be removed, with accurate dimensions showing the location of these trees. “Size” means the trunk circumference measured at two (2) feet above natural grade level.
 - Replacement tree(s) are required and must be shown on the Plot Plan. Show the location and size of the replacement tree(s). Single-family residences, for each tree removed, a 15-gallon replacement tree must be planted on the site and shown on the plan. For all other non-single-family uses, please contact the Planning at (408) 535-3555 to obtain information regarding replacement tree requirements.

- Show any other trees on the property that are to remain.
 - **Provide photographs which show the entire tree(s).**
2. **Certified Arborist’s Report.** If the photographs provided do not clearly show that the tree(s) is dead, then you will need to obtain a certified arborist’s report prior to the acceptance of this application to verify the condition of the tree(s).
 3. An Assessor’s Parcel Number (APN). It can be found in the tax or garbage bill or go to the following website: www.scc-assessor.org/ari.
 4. Attach any evidence explaining why the tree(s) should be removed. If the grounds for removal are based on the health of the tree, the Director of Planning may require a report prepared by an ISA Certified Arborist stating that the tree is diseased or dying.
 5. Please indicate if the tree(s) to be removed are being used for nesting by birds or other animal species.
- 6. FEES.**
- Single-family or Two-family lots - **no fees**
 - Multiple Family, Commercial & Industrial Properties **\$329.00 (includes General Plan Update fee)**
7. **Please call for an application appointment at (408) 535-3555. This appointment is located on the 2nd floor of City Hall.**

PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE DEVELOPMENT SERVICES CENTER, 1ST FLR, CITY HALL. APPOINTMENTS ARE NOT REQUIRED BUT MAY BE ACCOMMODATED BY CALLING (408) 535-3555.

PROCESSING SCHEDULE

Planning Staff:

- Reviews application and materials
- Reviews Heritage Tree Inventory
- Determines if an arborist's report is required, accepts or rejects application
- If application is accepted, then prepares Tree Removal Permit and recommendation to the Director of Planning for consideration

Director of Planning:

- Reviews the recommendation and approves or denies the request
- The Applicant is given the permit and plot plan with the Director's determination at the counter or within 24 hours of filing the application
- The Director's determination is final and cannot be appealed

Trees in the Public Right-of-Way:

- The Tree Removal Application only applies to trees on private property. If the problem tree is located on public property, please contact the City Arborist at (408) 277-2762. A common example of a tree on public property is a street tree that is located within the parkstrip or the area between the curb and the sidewalk.

Heritage Trees:

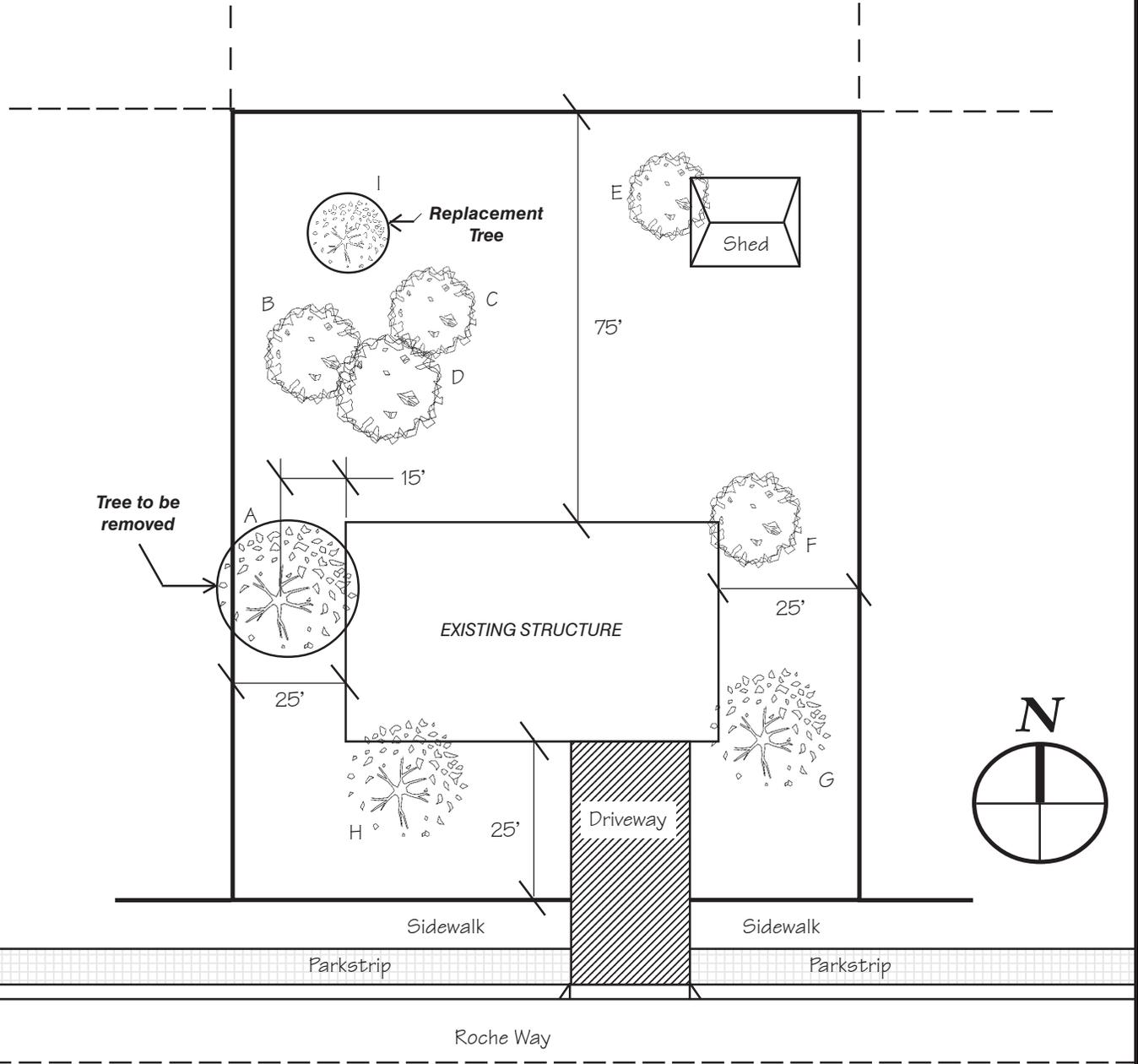
- On June 14, 1986, the City Council created the Heritage Tree List. The Heritage Tree List provides for the official recognition and protection of trees on both private and public property that are of special significance to the community because of their history, girth, height, species or unique quality. To find out if the tree(s) you want to remove is a Heritage Tree, please call (408) 535-3555.

DEAD TREE REMOVAL APPLICATION

TO BE COMPLETED BY APPLICANT (PLEASE PRINT OR TYPE)															
SITE ADDRESS OR LOCATION DESCRIPTION ASSESSOR'S PARCEL NUMBER(S) (Found on your tax bill or garbage bill)	STAFF USE ONLY FILE No: _____ FEE(S): _____ RECEIPT #: _____ DATE: _____ BY: _____														
CHECK EXISTING LAND USE: <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> RESIDENTIAL: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> SINGLE-FAMILY LOT <input type="checkbox"/> MIXED USE <input type="checkbox"/> TWO-FAMILY LOT <input type="checkbox"/> MULTI-FAMILY LOT	TREE LOCATION: <input type="checkbox"/> PRIVATE LOT <input type="checkbox"/> IN COMMON AREA														
GROSS ACRES OF THE SITE: _____															
NUMBER OF TREES TO BE REMOVED _____ <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;">TREE TYPE</th> <th style="width: 35%;"></th> <th style="width: 35%; text-align: center;">CIRCUMFERENCE AT 2 FT. ABOVE GRADE LEVEL</th> </tr> </thead> <tbody> <tr> <td>TREE A</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>TREE B</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>TREE C</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		TREE TYPE		CIRCUMFERENCE AT 2 FT. ABOVE GRADE LEVEL	TREE A	_____	_____	TREE B	_____	_____	TREE C	_____	_____	REMEMBER TO: 1. Explain the reasons why the tree(s) should be removed on Page 2. 2. Attach TWO copies of the PLOT PLAN and Assessor's Parcel Map to this application. 3. Submit PHOTO(S) OF TREE(S) .	
TREE TYPE		CIRCUMFERENCE AT 2 FT. ABOVE GRADE LEVEL													
TREE A	_____	_____													
TREE B	_____	_____													
TREE C	_____	_____													
ATTACH A SEPARATE SHEET OF PAPER TO DESCRIBE ADDITIONAL TREES.															
PRINT NAME OF PROPERTY OWNER(S) _____															
MAILING ADDRESS _____		CITY _____	STATE _____	ZIP CODE _____											
DAYTIME TELEPHONE # ()	FAX # ()	E-MAIL ADDRESS _____													
SIGNATURE (AND PRINT NAME IF DIFFERENT THAN THE ABOVE PROPERTY OWNER) _____															
If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.															
TO BE COMPLETED BY PLANNING STAFF															
PREVIOUS PERMIT FILE: _____	COUNCIL DISTRICT _____	QUAD NO. _____	ZONING _____												

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SAMPLE PLOT PLAN



	TYPE	Circumference in inches/replacement size	CONDITION	STATUS
A	Ash	62	diseased	to be removed
B	Oak	26	healthy	to remain
C	Oak	22	"	"
D	Oak	30	"	"
E	Juniper	20	"	"
F	Juniper	20	"	"
G	Ash	50	"	"
H	Ash	52	"	"
I	Ash	115-gallon	healthy	replacement for tree 'A'

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