



TRE \_\_\_\_\_

### PROTECTED TREE PERMIT ENCROACHMENT INTO A PROTECTED ZONE

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :**

PROJECT ADDRESS \_\_\_\_\_

**APPLICANT(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**\*\*\*PLEASE ANSWER THE THREE QUESTIONS ON PAGE 2\*\*\***

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ACTION TAKEN**

**APPROVED**

**CONDITIONALLY APPROVED**

**DENIED**

**CONDITIONS OR REASONS FOR DENIAL:**

\_\_\_\_\_

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **EXPIRATION:** \_\_\_\_\_

THERE IS A TEN (10) DAY APPEAL PERIOD FOR THIS APPLICATION. APPEALS MUST BE SUBMITTED IN WRITING TO THE COMMUNITY DEVELOPMENT DIVISION WITH A \$600.00 APPEAL FEE BY \_\_\_\_\_ P.M. ON \_\_\_\_\_

DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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**PLEASE ANSWER THE FOLLOWING QUESTIONS (REQUIRED) :**

A separate sheet may be attached if necessary

Note: Section 9110.01.070.B.3 of the Development Code requires that all of the following questions be answered in detail to explain why the Protect tree(s) need to be encroached upon

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**1. Why is it necessary to encroach upon the tree(s)?**

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**2. Why is encroachment upon the tree(s) more desirable than an alternative project design?**

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**3. What mitigation measures are included in the project to ensure that encroachment will not eventually result in the loss of the protected tree(s)?**

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## FILING REQUIREMENTS

In order for this application to be processed without any delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- Filing Fee - \$195.00
- One (1) PDF and one (1) hard copy of a report completed by an independent Certified Arborist.<sup>1</sup> The report must include an evaluation and determination regarding the condition/health of all Protected tree(s) on the property and those on adjacent properties that may be encroached upon or affected by the proposed project.<sup>2</sup> The report should state the potential effects of the encroachment(s) upon the Protected tree(s) as well as mitigation measures and protection measures that should be incorporated. The application will not be accepted without the Arborist's report.

<sup>1</sup> The Arborist must be certified by the International Society of Arboriculture. A list of local Certified Arborists is available from Planning Services.

<sup>2</sup> Mature trees, as defined under Development Code Section 9110.01.030.1, shall not be subject to encroachment permit requirements if they are not located on the property where development is proposed.

- Photographs of the subject tree(s)
- A scaled site plan (11" x 17" maximum size) and a PDF version that shows the following:
  - The entire subject property identifying the species of all the Protected trees with their diameters and circumferences at a height of approximately 54 inches above the root crown, including any Protected trees on adjacent properties that may be encroached upon or affected by the proposed project.
  - All existing and proposed improvements, and all Protected trees on the property with their driplines/canopy edges accurately depicted.