



# TREE REMOVAL PERMIT CHECKLIST

Per Development Code Section 17.16.080, the purpose of a tree removal permit is to provide a review process for the removal of heritage trees that are considered to be a community resource. The provisions of this chapter shall apply to all heritage trees on all private property within the city, except as set forth in section 17.16.080(E) (Exemptions) of this chapter.

Per Section 17.16.080(C), a heritage tree is defined as any tree which meets at least one of the following criteria:

1. Any tree on single family residential property in excess of 30 feet in height and having a single trunk diameter at breast height (DBH) of 20 inches or more as measured four and one-half feet from ground level; or
2. Any tree on multi-family residential and mixed-use property in excess of 15 feet in height and having a single trunk diameter at breast height (DBH) of 20 inches or more as measured four and one-half feet from ground level; or
3. Any tree on commercial, industrial, and institutional property in excess of eight feet in height and having a single trunk diameter at breast height (DBH) of 20 inches or more as measured four and one-half feet from ground level; or
4. Multi-trunk trees having a total diameter at breast height (DBH) of 30 inches or more as measured four and one-half feet from ground level; or
5. A stand of trees the nature of which makes each dependent upon the others for survival; or
6. Any other tree as may be deemed historically or culturally significant by the planning director because of age, size, condition, location, or aesthetic qualities.

Per Development Code Section 17.16.025, tree removal permits to remove **six or more trees** require a notice to neighboring property owners and a ten-day public comment period prior to the planning director rendering a decision. Additional public noticing fees will apply. Refer to the Development Fee Schedule for most current fees.

## SECTION 1: Filing Requirements

- ☐ 1. Tree Removal Permit Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- ☐ 2. Signed Property Owner Declaration Form (attached) uploaded to the online application. **NOTE: The form must be signed by the legal property owner, property manager, or other legal representative of the property. Invalid signatures will not be accepted and will delay the intake process.**
- ☐ 3. Site Plan showing the location of property lines, all trees to be removed, and all structures as applicable, uploaded the online application.
- ☐ 4. Photos of tree(s) to be removed and any damage that is caused by tree(s) uploaded to the online application.
- ☐ 5. Completed Tree Removal Detail Form(s) (attached) uploaded to the online application.
- ☐ 6. A report by a qualified arborist, paid for at the expense of the permit applicant, may be required on a case-by-case basis. Contact the Planning Department for more details at (909) 477-2750.

## SECTION 2: Filing Fees

Refer to the Development Fee Schedule for most current fees. Additional fees may apply upon review of the application.

- ☐ Tree Removal Permit ..... See current fee list.



# TREE REMOVAL DETAIL FORM

All of the following information must be provided for each tree proposed to be removed. Fill out an additional form if necessary. Upload completed form(s) to the Tree Removal Permit application through the Online Permit Center. A report by a qualified arborist, paid for at the expense of the permit applicant, may be required on a case-by-case basis.

Tree Species	Height	Diameter at Breast Height (4 ½ feet from ground level)	Condition (healthy, sick, dead, etc.)	Justification for Removal



# PROPERTY OWNER DECLARATION FORM

## PROJECT INFORMATION

Name of Proposed Project:	
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

### Type of Review Requested

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness   | <input type="checkbox"/> Landmark Alteration Permit      | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit     | <input type="checkbox"/> Site Development Review   |
| <input type="checkbox"/> Community Plan Amendment         | <input type="checkbox"/> Mills Act                       | <input type="checkbox"/> Specific Plan Amendment   |
| <input type="checkbox"/> Minor/Conditional Use Permit     | <input type="checkbox"/> Minor Design Review             | <input type="checkbox"/> Temporary Use Permit      |
| <input type="checkbox"/> Major Design Review              | <input type="checkbox"/> Minor Exception                 | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement            | <input type="checkbox"/> Plan Check/Zoning Clearance     | <input type="checkbox"/> Tree Removal Permit       |
| <input type="checkbox"/> Development Code Amendment       | <input type="checkbox"/> Planned Community               | <input type="checkbox"/> Uniform Sign Program      |
| <input type="checkbox"/> Entertainment Permit             | <input type="checkbox"/> Pre-Zoning                      | <input type="checkbox"/> Vacation of Easement      |
| <input type="checkbox"/> General Plan Amendment           | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance                  |
| <input type="checkbox"/> Hillside Design Review           | <input type="checkbox"/> Reasonable Accommodation        | <input type="checkbox"/> Zoning Map Amendment      |
| <input type="checkbox"/> Home Occupation Permit           | <input type="checkbox"/> Sign Permit                     | <input type="checkbox"/> Other: _____              |

## OWNER DECLARATION

I declare that, ☐ I am the owner, ☐ I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

Date:	Signature:	
Print Name and Title:	Phone Number:	
	Email:	
Address:		