



City of San Gabriel
 425 S. Mission Dr.
 San Gabriel, CA
 91776
 (626) - 308 - 2806

Tree Removal/Trimming Permit

Tree Removal/Trimming Permit

Property Address: _____ Property Owner: _____

Mailing Address: _____ Telephone: (____) _____

Type and number of tree(s) _____ Applying for: Removal Trimming

Location of tree(s): Front yard Side yard Back yard **City Parkway (See box below)**

Have you consulted an arborist? No Yes (If yes, please attach arborist's report of findings.)

Do you have evidence of work that has been paid for due to tree damage? No Yes (If yes, please attach)

Parkway Tree(s)
 Your permit application will be processed by the Public Works Division.
 For questions or concerns about your permit, please call (626) 308-2825.

Ordinance Requirements:

The San Gabriel Municipal Code requires that at least one of the following conditions be met for approval.

1. The tree constitutes a **nuisance or hazard** by virtue of its condition, location, species, and/or proximity to existing structures, walkways or utilities.
2. The pruning or trimming of the tree is **deemed necessary** by a professional arborist to maintain or enhance the health or appearance of the tree.
3. The tree has not been reduced in height more than **one-fourth (25%) over a two-year period.**
4. The pruning, trimming or removal of the tree is necessary to prevent a substantial inconvenience or **financial hardship to the property owner.**

Applicant to provide photo. Please attach here or on a separate sheet.

Please give reason for tree removal or trimming and a brief description of all the above conditions that apply:

The Community Development Department Director issues all tree removal/trimming permits. Decisions are based on the four (4) eligibility criteria listed above, as set forth in San Gabriel Municipal Code, Section 95.24. Replacement trees are required as a condition for tree removal.

Replacement of trees must be done prior to tree removal.

I certify that I am the owner of the property and have read and understand the information provided above:

Signature of **Property Owner** _____ Date _____
 (Required)

Any Community Development Director decision may be appealed to the Planning Commission. For questions or concerns regarding your permit, please call the Community Development Department at (626) 308-2806

Tree Trimming and Removal Policy

The following table shows the recommended number of replacement trees based on the size of the trees that have been approved for removal. Size of replacement tree is to be determined by the City. **Palm trees and fruit trees will not be accepted as replacement trees.**

Size of tree trunk 4' above the ground	4"-10" Diameter	10"-25" Diameter	25" Diameter
Number of replacement trees required*	2	3	4

All permits are approved or denied within a week of the receipt of the completed application. Staff will evaluate status of trees at property address, following application submittal. A recommendation will be made by staff as to approval or denial of the permit. Once a recommendation is made, the application is submitted to the Community Development Department for a final decision. A copy of the signed permit is then mailed to the applicant and the original kept in file. Applicants must meet conditions recommended by the City within thirty (30) days of receiving their permit results. *Failure to comply may result in legal action.*

-- For City Use Only --

The following findings apply:

1. The tree constitutes a nuisance or hazard by virtue of its condition, location, species, and proximity to existing structures or overhead utilities.
2. The pruning or trimming of the tree is deemed necessary by a professional arborist to maintain or enhance the health or appearance of the tree.
3. The tree has not been reduced in height more than one-fourth over a two-year period.
4. The pruning, trimming or removal of the tree is necessary to prevent a substantial inconvenience or financial hardship to the property owner.

Approve: ___ Do not approve: ___ Reason: _____

Conditions recommended: _____

Type of required replacement trees: Deciduous Other _____

Placement of replacement trees: Required on property Optional: on property or donate to City

City's cost to purchase replacement trees: \$ _____ Inspector's Signature _____

Approve Do not approve Modify: _____

Director of Community Development: Jennifer Davis

Signature _____ Date _____