



## TREE REMOVAL PERMIT APPLICATION & PROCEDURES

This application is required when it has been deemed necessary to replace, relocate, or remove a native tree or a heritage tree from undeveloped or designated developed land within the City. This application is intended to provide the City with the opportunity to administratively review the existing conditions of any native or heritage tree located in the City prior to it being disturbed.

Municipal Code Chapter 16.90 Tree Preservation and Chapter 12.26 City-Owned Trees make it unlawful for any person, firm, partnership, corporation or other legal entity to destroy or remove any protected tree on undeveloped property or on designated developed properties within the City without a Tree Removal Permit. When a Tree Removal Permit is required, no grading or building permits shall be issued until the tree permit is issued, nor shall work of any kind commence that would result in the destruction or removal of any non-exempt protected tree prior to the issuance of a permit. When part of a proposed development, the Tree Removal Permit shall be submitted concurrent with the development permit application.

**APPLICATION FEE:** Refer to the Community Development Fee/Deposit Schedule for application fee amounts.

### **TREE REMOVAL INFORMATION AND PROCEDURES:**

1. The purpose of requiring a Tree Removal Permit application is to preserve and protect certain species of native and heritage trees within the City. Together, native and heritage trees are worthy of protection in order to preserve the natural environment and to protect the City's native plant life heritage. These trees are unique because of their species and/or size, which add to the distinction, character and environmental quality of the community. It is pertinent to the welfare of the community that native and heritage trees be protected from indiscriminate harmful action.
  - a) "Native Trees" means any of the listed trees below that has a four inch in diameter or greater at DBH, and are located on undeveloped property or developed property within the Fire Hazard Overlay:
    - i. California Sycamore;
    - ii. California Live Oak;
    - iii. California Black Walnut;
    - iv. Coastal Scrub Oak.
  - b) "Native Trees" means any of the listed trees below that has a four inch in diameter or greater at DBH, and are located on undeveloped property or developed property within the Fire Hazard Overlay:
  - c) "Heritage tree" means any species of single- or multi-trunk tree having a cumulative diameter of forty-four (44) inches or greater at DBH, located on undeveloped property, and of significant age, health and quality to be deemed valuable to the aesthetics of the community by a certified arborist. Excluded from the "heritage tree" designation are invasive trees as defined by the California Invasive Plant Council, and trees susceptible to breaking or falling such as Eucalyptus Blue Gum and/or other tree species identified by a City approved certified arborist.

2. Protected native or heritage trees in the following situations are exempt from requiring a Tree Removal Permit:
  - a) Protected trees located on privately owned developed properties not located within the Fire Hazard Overlay District.
  - b) Protected trees located on privately owned developed properties located within the Fire Hazard Overlay District that are not visible from adjacent public or private rights-of-way, streets, parks or trails.
  - c) Protected trees that are determined by the Community Development Director to create a safety hazard or are damaging public improvements.
  - d) City trees removed pursuant to a valid tree permit issued pursuant to Municipal Code Chapter 12.26 City-Owned Trees.
  
3. A Tree Removal Permit is not required in order to prune a protected tree. All pruning of protected trees shall follow proper arboriculture practices as outlined within the International Society of Arboriculture Pruning Standards. A copy of the International Society of Arboriculture Pruning Standards is available on the City's website.
  
4. A Tree Removal Permit will only be granted if at least one of the following findings can be made:
  - a) The condition of the protected tree(s) with respect to disease, danger of falling, proximity to proposed or existing structures, and interference with utility services warrant removal or relocation of the tree(s).
  - b) It is reasonable to remove or relocate the protected tree(s) because of its (their) continued existence at the location unreasonably prevents the development of the property because: 1) only an oddly-configured structure could be constructed, or 2) an undue financial hardship on the property owner would result.
  - c) The protected tree(s) removal or relocation is consistent with good urban forestry practices, such as the number of healthy trees that a given parcel of land will support.
  - d) The protected tree(s) is (are) declared by a certified arborist to be dead or dying.
  - e) The proposed removal or relocation of the protected tree(s) will substantially improve the defensible space of the property in the event of a fire as determined by the Fire Department.
  
5. Protected tree(s) that cannot be relocated on-site and are to be removed will be mitigated on-site whenever possible. Mitigation of a multi-trunk protected tree shall be calculated by adding up the diameter at DBH of each trunk 3" or greater. DBH is defined as four feet six inches above the finish grade. Tree mitigation with a minimum replacement ratio of trees is calculated by the diameter at DBH of the existing protected tree(s) as follows:
 

a) 3" up to 6"	= (1) 24" box
b) 6" up to 12"	= (2) 24" box
c) 12" up to 18"	= (1) 36" box
d) 18" up to 24"	= (2) 36" box
e) 24" up to 30"	= (2) 48" box
f) 30" up to 36"	= (4) 48" box
g) 36" up to 42"	= (6) 48" box
  
6. If tree replacement cannot be mitigated on-site or other developer-owned site, as approved by the City, it is the City's discretion to condition mitigation at a City-owned site or to require a mitigation fee. The mitigation fee is based upon the valuation of the tree(s) needing removal. The value of the tree(s) will be based upon the size, species, condition, and location as determined by the City's staff arborist. The mitigation fee will include the cost of purchasing and installing the tree and appropriate irrigation and funding of a five-year establishment period.



Community Development Department  
 14000 City Center Dr., Chino Hills, CA 91709  
 (909) 364-2740 Fax (909) 364-2795  
 www.chinohills.org

## TREE REMOVAL PERMIT APPLICATION

### FOR CITY USE ONLY

Tree Permit No.: _____	Fee: _____
Date: _____	Staff: _____

### PROJECT INFORMATION

Tree Removal Project/Location Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Zoning: \_\_\_\_\_ Planned Development: \_\_\_\_\_

A.P.N.: \_\_\_\_\_ Tract: \_\_\_\_\_ Lot: \_\_\_\_\_

The Home Owner Association has been notified  or it is not necessary  \_\_\_\_\_  
 (Applicant Initials)

### SUBMITTAL REQUIREMENTS:

(All items must be included at the time of submittal.)

**APPLICATION FLAT FEE OR INITIAL DEPOSIT:** Submittal date is determined as the day when the fee is paid.

Before submitting your application, the City encourages you or your representative to discuss your tree and riparian plants removal proposal with the Planning Division staff at the Community Development public counter or on the phone by calling the Planning Division at (909) 364-2740 to determine the applicable Tree Removal Permit application fee and whether or not an arborist report is going to be needed at the time of submittal.

**WRITTEN STATEMENT:** A written statement indicating the reason for the removal or relocation of protected tree(s).

**PHOTOGRAPHS:** Photographs of the proposed tree(s) to be removed or relocated.

Applications and fees are subject to change. Please visit our website for the most current version of this application.

- TREE REMOVAL SITE PLAN: Tree Removal Site Plan shall be drawn to scale (i.e. 1" = 10'-0") and shall include to following, but not limited to:
- Property Boundary with Property Line Dimensions
  - Tree(s) Location(s)
  - Lot and Easement Lines
  - Scale (i.e. 1" = 10'-0"), North Arrow
  - Pavement Areas
  - Structures
  - Fences, Gates, and Walls
  - Grading with Topography Existing and Proposed
- ARBORIST REPORT: A written technical report from a certified arborist regarding the health and value of the tree(s) proposed for removal; along with their tagged numbers and sizes and information, if determined necessary by the Community Development Director.
- SOIL EROSION AND SEDIMENT CONTROL PLAN: Soil erosion and sediment control plan consistent with Development Code Chapter 16.54 Erosion and Sediment Control of the Chino Hills Municipal Code, if determined necessary by the Community Development Director.
- TREE PROTECTION PLAN: A Tree Protection, Replacement and Mitigation Plan from a certified arborist shall be provided unless the Community Development Director reasonably deems a Tree Plan unnecessary.