



City of Placentia
Public Works Department
401 East Chapman Avenue
Placentia, CA 92870
(714) 993-8148

CITY TREE REMOVAL APPEAL FORM

APPEAL OF TREE REMOVAL REQUEST

Please TYPE or PRINT all information clearly.

*Pursuant to PMC, Chapter 14.12, a denied Tree Removal Request made by the Director of Public Works may be appealed to the Streetscape and Transportation Advisory Commission by filing a written notice of appeal with the Public Works Department. Appeals shall be filed within **five (5)** business days of the date of denial.*

1) APPELLANT'S INFORMATION

Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Date of Administrative Decision: _____

2) LOCATION OF PROPOSED TREE REMOVAL

Address: _____

3) REASON FOR APPEAL

Please state the specific reason(s) for the appeal (use separate sheet if necessary).

Appellant's Signature: _____ **Date:** _____

FOR CITY USE ONLY

Date Received: _____ Received by: _____

Appeal File No: _____ Related File No: _____

Commissions' Meeting Date: _____

Decision by Commission: _____ Appeal Granted Appeal Denied



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CITY TREE REMOVAL APPEAL POLICY

In accordance with the Urban Forest Management Plan, to ensure a healthy urban forest for residents, visitors and future generations, the City has adopted the Urban Forest Protection Ordinance (Ordinance). The ordinance establishes a policy for property owners to request the removal of City trees in front or adjacent to their property.

Pursuant to the Ordinance, the Director of Public Works (Director) has the authority and responsibility to make determination over the appropriateness of tree removals in public areas. If a Tree Removal Request is denied by the Director, a property owner may appeal this decision to Streetscape and Transportation Advisory Commission (Commission). An appeal must be submitted to the Commission within **five (5)** business days of the denial. To ensure transparency and inform the public, appeals will be reviewed by the Commission at a public meeting to provide a final determination. The entire appeal policy can be found in the Ordinance at www.placentia.org/urbanforest and the process is outlined below.

STEPS TO SUBMIT AN APPEAL:

1. A request to remove a City tree has been denied by the Director.
2. A property owner can submit a written appeal any time after their request to have a City tree removed has been denied by the City. The City Tree Removal Appeal Form is available online at www.placentia.org/urbanforest or in-person to the Public Works Department inside City Hall.
3. A property owner must submit a written request for reconsideration within **five (5)** business days of the denial.
4. After the appeal has been submitted in a timely manner, the appeal will be heard at the next available Commission meeting.
5. The Commission may grant the Tree Removal Request, in whole or in part; notwithstanding the conclusive facts, it finds that the burden to the property owner if the Request is denied substantially outweighs (1) the benefit that a denial provides to the public; *and* (2) the burden to the public if it is granted. The decision of the Commission is final.
6. If the appeal is granted by the Commission, all removal and replacement costs will be borne by the applicant.

TREE REPLACEMENT REQUIREMENTS:

If the Commission grants the Tree Removal Request, subsequent removal of the tree(s) and stumps shall be at the property owner's cost and expense. Property owner shall also be responsible for the cost of procuring and planting two (2) replacement, 24" box trees; and funds remitted to the City shall be deposited into the City's Tree Replacement and Planting Fund, as described in Section 14.12.090 of the Placentia Municipal Code for that purpose.

COMMISSION MEETING PROCEDURES:

The Commission meets at 6:00 pm, on the third Monday of odd months. Residents/merchants immediately surrounding the affected property shall be notified by mail of any property owner appeals for a tree removal. A minimum of three properties adjacent to either side of the affected property shall be notified, as well as the closest three properties across the street. City staff will post a notice on the affected tree no less than 10 days prior to review by the Streetscape and Transportation Advisory Commission. The notice will include information on the proposed property owner appeal and meeting dates, times, and locations. Agendas for the Streetscape and Transportation Advisory Commission are posted a minimum of 72 hours prior to the meeting date for public review. The public is invited to make public comment at the meetings or submit written comments for consideration.

FOR ADDITIONAL INFORMATION:

If you have any questions or need additional information, please contact the Public Works Department at (714) 993-8148 or by email at urbanforest@placentia.org.