



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

CITY TREE REMOVAL REQUEST FORM

TREE REMOVAL/MAINTENANCE REQUEST FORM
 Please TYPE or PRINT all information clearly.

1) REQUESTOR'S INFORMATION

Date: _____ Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

2) REQUESTED ACTION

Remove Trim Plant New Tree Inspect Other: _____

Tree Species (if known): _____ Number of Trees: _____

Address/Location of Tree: _____

Nearest Cross St: _____

Located within a parkway Yes No Unknown

3) REASON FOR REQUEST

Causing Damage Dead Uprooted/Safety Hazard Diseased Beautify

Other/Description: _____

Supplemental Data Attached: _____

FOR CITY USE ONLY

APPROVED ACTION:

Remove Trim Plant New Tree Inspect Other: _____

Tree ID# and/or Species(If known): _____ Diameter (inches) _____ Height (inches) _____

Inspected by: _____ Date: _____
 (Signature)

Director or Designee: _____ Date: _____
 (Signature)

Date of Applicant Notification: _____ Email Mail



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CITY TREE REMOVAL POLICY (NON-DEVELOPMENT)

Per the Urban Forest Protection Ordinance (Ordinance), the removal, relocation, trimming/pruning of City Tree by anyone other than the City is prohibited. Property owners may submit a written request to the Public Works Department for removal of a City tree that is located within the public-right-of way in front of or adjacent to their property. All tree removal requests will be reviewed the Director of Public Works or his/her designee (Director) and subject to the Tree Removal Criteria outlined in Section 14.12.070 of the Placentia Municipal Code. Only trees that are found to be dead, diseased, irreparably injured, hazardous, or in a condition that presents legitimate public safety concerns or conditions may be the subject of a Tree Removal Request. The following reasons are not valid for tree removals:

1. Leaf litter in gutters, on sidewalks or private property.
2. Messy/excessive fruit.
3. Root intrusion into sewer laterals as a result of deteriorating infrastructure.
4. Hardscape damage unless a feasible, economic solution exists to save the tree

TREE REMOVAL REQUEST PROCESS:

1. A property owner can submit a Tree Removal Request to the Public Works Department via in-person, mail or by email at urbanforest@placentia.org. A form is available online at www.placentia.org/urbanforest, at City Hall, or can be requested by email at urbanforest@placentia.org.
2. The City will conduct an assessment of the tree(s) to assess whether a removal can be granted or not.
3. If the City determines that the tree is dead, dying or hazardous, or constitutes a public safety concern per the removal criteria of the Ordinance, the tree request may be approved by Director.
4. 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 hearing 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.

TREE REMOVAL APPEAL PROCESS:

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. The appeal can be submitted in-person at City Hall or by email at urbanforest@placentia.org.
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, the subsequent removal of the tree(s) and stump(s) 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 purposes.

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.