



## Planning Services Division

3675 Mt. Diablo Boulevard, Suite 210

Lafayette, CA 94549

Tel. (925) 284-1976 • Fax (925) 284-1122

<http://www.ci.lafayette.ca.us>

### APPLICATION FOR TREE REMOVAL PERMIT SUBMITTAL REQUIREMENTS

Tree Removal Permits are classified as Category I, for protected tree(s) not associated with a development application, and Category II, for protected tree(s) on a property associated with a development application. No person may remove a protected tree without a Category I or Category II permit under section 6-1706 or 6-1707. (Ord. 539 § 1 (part), 2003)

A signed copy of this checklist is required, with each box checked, affirming submittal of each required item. The application will not be accepted for processing unless all pertinent information listed in this checklist is provided. The reason for absence of any of the required items must be acknowledged and substantiated in writing to the satisfaction of the Planning and Building Services Manager, as not being pertinent to the application, or the application will not be accepted.

All site plans or topographical surveys must be clearly and legibly drawn to scale, using a standard architect's or engineer's scale. All plans or surveys must contain the name of the project owner/proponent and name of engineer, architect, or owner's representative, site address, and assessor's parcel number (or name of subdivision and lot number). All plans or surveys must contain a north arrow, scale, graphic (bar) scale, and unique sheet number. All plans or surveys shall be dated; all revised sets shall include revision date, and revised portions shall be clearly identified.

For all tree removal applications, one (1) complete full-size set of plans (not more than 24"x 36"), one (1) half-size set of plans, and one (1) reduced set of plans (11"x17") shall be submitted for initial review. Once Planning Services staff has reviewed the plans (within 30 days), the applicant will be notified of any necessary alterations to the plans, any additional submittals required, and the number and size of any additional set of plans required for the review process.

#### Requirements for Category I and II

- A. Completed application form, including the signature of the applicant and current property owner.
- B. Required fee or deposit\* as set by City Council (*\*actual fee is based on amount of staff time required for processing the application*). Make check payable to **City of Lafayette**.
- C. Agreement for City Services.
- D. Supplemental information as may be necessary for the Planning and Building Services Manager to properly review the application, such as:
  - a. Arborist report concerning the health and quality of the tree(s) and possible alternative actions.
  - b. Photographs showing the tree(s) and its context (terrain, nearby structures, surrounding trees and vegetation, etc.).

Additional Requirements for Category I

- IA. Letter justifying permit request and response to the following topics:
- a. Health, condition, and form of the tree(s) to be removed;
  - b. Number, size, and location of tree(s) to remain in the area;
  - c. Relationship of the property to riparian corridors, a scenic or biological resource area, and/or a restricted ridgeline area;
  - d. Role of the tree(s) in a grove or woodland habitat;
  - e. Value of the tree(s) to the neighborhood in terms of visual effect, wind screening, and privacy;
  - f. Damage caused by the tree to utilities, streets, sidewalks, and/or existing private structures or improvements;
  - g. Role of the tree(s) in mitigating damage, erosion, and/or geological stability impacts; and
  - h. Health and condition of the area within the protected perimeter.
- IB. Site plan, which includes the following for each tree to be removed:
- a. Location;
  - b. Species; and
  - c. Diameter.

Additional Requirements for Category II

Letter for removal must be filed concurrently with the development application.

- IIA. Letter justifying permit request and addressing the following topics, in addition to the eight topics required for Category I:
- a. Necessity for the tree(s) pruning or removal in order to construct a required improvement on public property or within a public right-of-way or to construct an improvement that allows reasonable economic enjoyment of private property;
  - b. Extent to which a proposed improvement may be modified to preserve and maintain a protected tree(s); and
  - c. Extent to which a proposed change in the existing grade within the protected perimeter may be modified to preserve and maintain a protected tree.
- IIB. Arborist report consistent with the guidelines by the American Society of Consulting Arborists containing the following information:
- a. Description of the tree's location, genus, species, diameter, and dripline;
  - b. Health and condition of the tree(s), including existing hazards to the tree(s);
  - c. Evaluation of preservation potential based on the tree's existing condition and in relation to any potential development; and
  - d. Recommendations for protection and preservation techniques and requirements, including restorative or other remedial actions that might be feasible to maintain and improve the tree(s) health or assure survival.

- IIC. Statement justifying the removal of each protected tree;
- IID. Evidence of compliance with the requirements or responsible agencies for the removal of a protected tree if applicable;
- IIE. Depending on the type of development application, one of the following is required:
  - a. Site plan showing the trunk location, diameter, species, and dripline of each protected tree within 50 feet of any proposed construction on the subject property and adjacent properties and indicating which protected tree(s) is proposed to be pruned or removed; or
  - b. For those development applications that require a survey by a licensed surveyor or engineer, a field-verified topographical survey showing the trunk location, elevation at the base, diameter, species, and accurate dripline of each protected tree within 100 feet of any proposed construction on the subject property and adjacent properties, and a table that identifies each protected tree, its diameter and species, and whether the tree is proposed to be pruned or removed.

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge that I have read the instructions on applying for a tree removal permit, and have submitted at least the minimum submittal requirements to the Planning Services Staff. I agree to submit more materials regarding my application, if requested to do so.

Rev. 2006/03/30

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## STANDARD APPLICATION FORM

PROJECT INFORMATION			
Project Address / Location		Assessor's Parcel Number (APN)	Zoning District Flood Zone
General Plan Designation	Parcel Size (sq.ft.)	Grading: Cut (cu.yds.)	Grading: Fill (cu.yds.)
Existing Gross Floor Area (sq.ft.)	Existing Building Footprint (sq.ft.)	Existing Impervious Surface (sq.ft.)	Existing # Parking Spaces (sq.ft.)
Proposed Gross Floor Area (sq.ft.)	Proposed Building Footprint (sq.ft.)	Proposed Impervious Surface (sq.ft.)	Proposed # Parking Spaces (sq.ft.)
Existing Land Use <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Vacant <input type="checkbox"/> Other (specify) _____			
Proposed Land Use <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Vacant <input type="checkbox"/> Other (specify) _____			

APPLICANT INFORMATION			OWNER INFORMATION		
Applicant Name			Owner Name		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone ( ) -	Fax ( ) -		Phone ( ) -	Fax ( ) -	
Cell ( ) -	Email (for official use only)		Cell ( ) -	Email (for official use only)	

CHECK ALL APPLICABLE REQUESTS		
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Design Review	<input type="checkbox"/> Second Unit Permit
<input type="checkbox"/> Zoning Text Amendment	<input type="checkbox"/> Land Use Permit	<input type="checkbox"/> Grading Permit (≥ 50 cu.yds.)
<input type="checkbox"/> Re-Zone Property	<input type="checkbox"/> Temporary Land Use Permit	<input type="checkbox"/> Sign Permit
<input type="checkbox"/> Tract (5 lots or more)	<input type="checkbox"/> Address Assignment / Change	<input type="checkbox"/> Study Session
<input type="checkbox"/> Minor Subdivision (4 lots or fewer)	<input type="checkbox"/> Right-of-Way Abandonment	<input type="checkbox"/> Family Day Care
<input type="checkbox"/> Hillside Development Permit	<input type="checkbox"/> Change of Conditions	<input type="checkbox"/> Tree Removal Permit
<input type="checkbox"/> Class I Ridgeline Exception	<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Variance
<input type="checkbox"/> Class II or III Ridgeline Exception	<input type="checkbox"/> Lot Line Revision	<input type="checkbox"/> Appeal (Application No. _____)

### OWNER / AGENT STATEMENT

**Property Owner Consent** — I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s).

**X**

Signature and Date

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# City of Lafayette • Planning Services Division

## AGREEMENT TO PAY FOR CITY SERVICES

Directions: Complete and submit this form with the development application.

In consideration for the City providing the services described in this Agreement, the undersigned agrees as follows:

1. The City services requested relate to development application number \_\_\_\_\_, property in the City of Lafayette located at \_\_\_\_\_, assessor's parcel number \_\_\_\_\_.
2. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. I agree to pay for the additional charges imposed by the City for staff time spent processing the application based upon an hourly rate established by resolution of the City Council. These services include but are not limited to City staff time spent for engineering and other City administrative services regarding the application. In addition, I agree to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering and environmental services.
3. The City will bill for the services performed under this Agreement upon a monthly or other periodic basis. If at any time the balance due exceeds \$500.00, the City may cease processing the application, prepare a recommendation for taking action on the application and present the application to the appropriate hearing body for final action.
4. The development application account will remain open until it is paid in full. Final payment in full is due as follows:
  - a. In the case of a subdivision, upon release of the final improvement bond or when conditions of approval are satisfied, which ever is later in time;
  - b. In the case of all other applications, when the City authorizes Contra Costa County to issue final building inspection clearance or when work for which a permit is issued is completed;
  - c. If an application is denied, upon expiration of the appeal period or upon a final decision on appeal;
  - d. If an application is withdrawn, when all remaining staff work on the application is completed;
  - e. Upon the expiration of 12 consecutive months during which there was no activity on the application.
5. The undersigned is responsible for the payment of the costs and charges involved with the application even though the property or project is sold or assigned to another party. If the undersigned desires to transfer payment responsibility to another, it is the undersigned's responsibility to have this Agreement replaced by a new agreement with the responsible party. Any outstanding balance must be paid before the City will accept a replacement agreement.
6. The undersigned agrees to advise the City in writing of any change to their billing address and represents that (s)he is the party responsible for payment of the costs under this Agreement.

PRINT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: THIS DOCUMENT IS NOT TRANSFERABLE • ORIGINAL TO FINANCE •  COPY TO APPLICANT •  COPY TO APPLICATION FILE

APPLICATION NO. \_\_\_\_\_

FOR OFFICIAL USE ONLY

ACCOUNT NO. \_\_\_\_\_

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