



CITY OF YORBA LINDA

4845 Casa Loma Avenue
Yorba Linda, CA 92885-8714

(714)961-7170
FAX (714) 986-1010

ENGINEERING / PUBLIC WORKS

TREE REMOVAL/REPLACEMENT APPLICATION

CASE NUMBER: _____ DATE SUBMITTED: _____

FOR CITY USE ONLY

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicant's Name: _____

Mailing Address: _____

Street

City State ZIP

Home Phone No: (____) _____ - _____ E-Mail: _____

OWNER INFORMATION: (if different than applicant)

Property Owner: _____

Mailing Address: _____

Street

City State ZIP

Phone No: (____) _____ - _____ E-Mail: _____

PROPERTY INFORMATION: (APN typically available on property tax statement)

Street Address: _____

Tract: _____ Lot: _____ Assessor's Parcel Number (APN): _____

Requesting: Removal Trimming Only No. of Trees Involved: _____

Location of Tree: Parkway Slope Median Other: _____

Reason for Request: View Debris Solar Panels Other Type of Tree: _____

Please describe in detail the reason(s) for this request:

The Engineering Department will typically direct communications regarding this application to the Applicant identified above. The Applicant may be the property owner, representative, or other assigned agent. Your signature below substantiates the fact that you understand that all work that may be authorized under this application is the sole financial responsibility of the applicant. No work will be performed until remittance is made based on the cost of contract services (trimming, removal and planting).

All signatures must be original ("wet-signed"). Photocopies of signatures are unacceptable)

PRINTED NAME OF APPLICANT *SIGNATURE OF APPLICANT*

AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:

I certify that I am/we are record owner(s) or an authorized agent, of the property or properties involved in this application and that the information filed with this application is true and correct to the best of my knowledge. (Authorized agent must submit a letter from the owner(s) indicating authority to sign in the owner(s) behalf.

All signatures must be original ("wet-signed"). Photocopies of signatures are unacceptable)

PRINTED NAME OF PROPERTY OWNER(S) *SIGNATURE OF PROPERTY OWNER*

PRINTED NAME OF PROPERTY OWNER(S) *SIGNATURE OF PROPERTY OWNER*

For any questions regarding this application, contact the Landscape Maintenance Assessment District Manager, Jesse Gutierrez at (714) 961-7170 or jgutierrez@yorba-linda.org.

TREE REMOVAL/REPLACEMENT REQUEST: *FOR CITY USE ONLY*

- Approved Withdrawn Denied
- Approved w/ Modifications Incomplete

NOTES: _____

INITIALS: _____ DATE: _____



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ENGINEERING / PUBLIC WORKS

CONVENIENCE TREE REMOVAL/REPLACEMENT APPLICATION INSTRUCTIONS

- Tree Removal Application must be completed and submitted to the Public Works Department for review.
- Convenience tree removal(s) will be performed at the discretion of the City. Reasons for approving tree removal requests for convenience may be debris reduction, view enhancement, and reduction of excessive shade projections. Because many factors must be considered when approving tree removal requests, the above list of reasons are not a guarantee that tree removal requests will be approved. Requests for Convenience removals shall be for trees in the care of the City on applicant's property or immediate adjacent rights-of-way only. (See City Policy E-3 for more information)
- As part of the application for a tree removal for Convenience issues, notification will be required to adjacent property owners of the request for tree removal. The City shall designate which adjacent properties are to be notified and will make the notification. In such instances where a neighboring property owner expresses dissent with the proposed changes, the agency may deny the tree removal request.
- If the City maintained landscape area under review is not conducive to relocating urban forest elements, as deemed by the City, convenience removals may be denied. The City's priority will be to preserve trees as community assets.
- Any approved work under this application shall be scheduled by the City in compliance with the provisions of the Migratory Bird Treaty Act of 1918 as well as sound horticultural practices. As such, there could be a delay of up to six months between the time of application and the execution of field work.
- Procedures for removal and/or replacement shall be in conformance with City Policy E-3, including the excerpt included below.
 - Locations determined by the City to receive new trees may include the location of the removed tree and/or other locations within the immediate area or LMAD Zone. The determination of the City-selected locations and replacement ratio shall consider the following criteria:
 - Physical space available for replanting of trees
 - Number of healthy trees remaining in the immediate area
 - Community Design Guidelines
 - In the case of a request for multiple tree removals on/adjacent to a property, no greater than one-third of the existing trees on/adjacent to the subject property may be removed within a 5-year period.

Funds to cover cost of all work must be remitted by applicant **prior** to the scheduling of any work. For any questions regarding this application, contact the Landscape Maintenance Assessment District Manager, Jesse Gutierrez at (714) 961-7170 or jgutierrez@yorba-linda.org.

**POLICY: CITY TREE REMOVAL AND REPLACEMENT****Number: E-3****Page: 1****Issue Number: 2****Date Adopted: April 7, 2015****Replaces: November 18, 1997****I. PURPOSE**

The purpose of this policy is to mitigate tree loss and the reduction of the urban forest within the City.

II. BACKGROUND

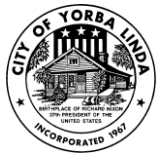
Protection of the City's urban forest is important. However, sometimes it is necessary to remove trees due to wind damage, poor tree structure, or diseases. They are also removed to mitigate hazards or conflicts with City improvements or infrastructure. This Policy outlines both tree container sizes and quantities that are appropriate for replacement when trees are removed. Convenience removals are also covered in this Policy.

Risk Management Removals

Pursuant to Yorba Linda Municipal Code Section 16.08, the City Council finds that the regulation of tree removal will aid in beautification of the City; encourage sound development and raise property values; and promote the health, safety, prosperity and general welfare of the residents and property owners. Unfortunately, in order to mitigate risk, sometimes trees are removed because of their condition with respect to disease, general tree health, and danger of falling.

Convenience Removals

In order to address requests from the community for removal of trees not related to the above risk management issues, this Policy also outlines removal criteria and the required tree container sizes and quantities for replacement. These requests for tree removals are typically based on a desire of the property owner. Approval for tree removals not associated with risk management issues will be at the sole discretion of the City. Reasons for approving tree removal requests for convenience may be debris reduction, view enhancement, and reduction of excessive shade projections. Because many factors must be considered when approving tree removal requests, the above list of reasons are not a guarantee that tree removal requests will be approved. Requests for Convenience removals shall be for trees in the care of the City on applicant's property or immediate adjacent rights-of-way only.



POLICY: CITY TREE REMOVAL AND REPLACEMENT

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III. POLICY

1. Upon tree loss or removal due to Risk Management issues, the Public Works Department or Parks and Recreation Department will implement a tree replacement program, using a City-procured contractor and under the inspection of City staff, as follows:

Slopes, greenbelts, and parkway areas

- Large trees - Plant up to 3, 15-gallon to 24" box size replacements
- Medium trees - Plant up to 2, 15-gallon to 24" box size replacements
- Small trees - Plant 1, 15-gallon to 24" box size

Street and Parkway Trees

Street and parkway trees shall be replaced on a one-for-one basis with 15-gallon size stock. In the event larger tree container sizes are warranted, exceptions to the above guidelines will be considered on a case-by-case basis.

2. Upon approval by the City of a tree removal for Convenience related issues, the Public Works Department or Parks and Recreation Department will implement a tree replacement program, using a City-procured contractor funded solely by the Applicant requesting the tree removal and under the inspection of City staff, as follows:

Slopes, greenbelts, and parkway areas

- Large trees - Plant up to 3, min. 24" box size replacements
- Medium trees - Plant up to 2, min. 24" box size replacements
- Small trees - Plant 1, min. 36" box size replacements

In a 1:1 tree replacement scenario, consideration will be given to requiring a minimum of a 36" box size replacement, where the topography allows.

**POLICY: CITY TREE REMOVAL AND REPLACEMENT**

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As part of the application for a tree removal for Convenience issues, notification will be required to adjacent property owners of the request for tree removal. The City shall designate which adjacent properties are to be notified and will make the notification.

3. Other Requirements

- Locations determined by the City to receive new trees may include the location of the removed tree and/or other locations within the immediate area or LMAD Zone. The determination of the City-selected locations and replacement ratio shall consider the following criteria:
 - Physical space available for replanting of trees
 - Number of healthy trees remaining in the immediate area
 - Community Design Guidelines
- In the case of a request for multiple tree removals on/adjacent to a property, no greater than one-third of the existing trees on/adjacent to the subject property may be removed within a 5-year period.

IV. PROCEDURE

For Risk Management removals: implement the necessary tree replacements in accordance with this City Council Policy E-3.

For Convenience removals: following the receipt of a request to remove a tree in the care of the City or LMAD, the Public Works Department/LMAD or the Parks and Recreation Department shall review the existing conditions and if the removal request is approved, implement the necessary tree replacements in accordance with this City Council Policy E-3. Applicants shall fill out and pay for an encroachment permit if the request is approved. The City Manager will retain the final determination on which trees will be removed, the amount of replacement trees, and the location of replants.