

Setback Tree Removal Application

Please download and save this form, then fill it out and email it to NSlack@SantaBarbaraCA.gov. Please also email in any supplemental information you have, or let us know in your email that you will mail or hand deliver your supplemental information. This form may also be printed out and mailed.

APPLICANT/OWNER DETAILS

YOUR LAST NAME

YOUR FIRST NAME

DATE OF APPLICATION (TODAY'S DATE)

OWNER'S FULL NAME (IF YOU ARE NOT THE OWNER)

YOUR MAILING ADDRESS

CITY

STATE

ZIP CODE

DAYTIME PHONE

EMAIL ADDRESS

TREE INFORMATION

NUMBER OF TREES

LOCATION OF TREE(S)

SPECIES OF TREE(S), IF KNOWN

REASONS FOR REMOVAL

WILL YOU REPLACE THE TREE(S)? YES NO

IF YES, WHAT WILL YOU REPLACE THE TREE(S) WITH?

APPLICATION FEE

The application fee is \$75; we accept cash, check, or credit card. If paying by credit card, staff will contact you to arrange payment.

PLEASE PROVIDE THE FOLLOWING SUPPLEMENTAL INFORMATION:

- Property owner letter, indicating reasons for removal. Also include:
 - Whether or not the removal application is associated with new development or redevelopment of property
 - Status of development application, including whether the project is scheduled for review by the Single Family Design Board, Architectural Board of Review, or Historic Landmarks Commission
 - Whether or not the tree is a designated Specimen or Historic Tree or located on a property with a designated Historic Landmark
- Photo of tree(s) proposed for removal
- Development plan/landscape plan

REMOVAL APPLICATION REVIEW

Chapter 15.24 of the City of Santa Barbara Municipal Code establishes protections for privately owned trees. Protected trees include designated Specimen and Historic trees, trees located in the front zoning setback of a parcel, trees located in commercial parking lots, and trees identified on an approved plan. This chapter requires that a property owner apply for a permit to remove or to significantly prune a tree.

Whenever a property owner desires to remove a designated Specimen or Historic tree or a tree located in the zoning setback from the street (setback tree), the applicant shall apply to the Parks and Recreation Department for a removal permit. **Setback tree removal applications are first reviewed by the Street Tree Advisory Committee. A site visit, by the Street Tree Advisory Committee, is included as part of the review process. The Street Tree Advisory Committee makes recommendations to the Parks and Recreation Commission. The review process takes up to 60 days.** Both the Street Tree Advisory Committee and the Parks and Recreation Commission consider tree applications during regularly scheduled public meetings. **If the removal request is approved, the full cost of tree removal and replacement, if required, shall be borne by the applicant.**

Applications to remove trees located in the El Pueblo Viejo Landmark District, Brinkerhoff Avenue Landmark District, commercial parking lots, or on an approved plan are processed by the Community Development Department.

APPEAL PROCESS

If the Parks and Recreation Commission denies a setback removal application, the Commission’s decision can be appealed to the Santa Barbara City Council and a written notice thereof must be filed within 10 days of the Commission’s action. The appeal notice can be either hand delivered to the Clerk’s Office at City Hall, 735 Anacapa Street, Santa Barbara, CA 93101, or mailed to the City Clerk at P.O. Box 1990, Santa Barbara, CA 93102-1990. An appeal processing fee is required in the amount of \$105, as currently set per City Council resolution.

REMOVAL OF A SETBACK TREE WITHOUT A PERMIT

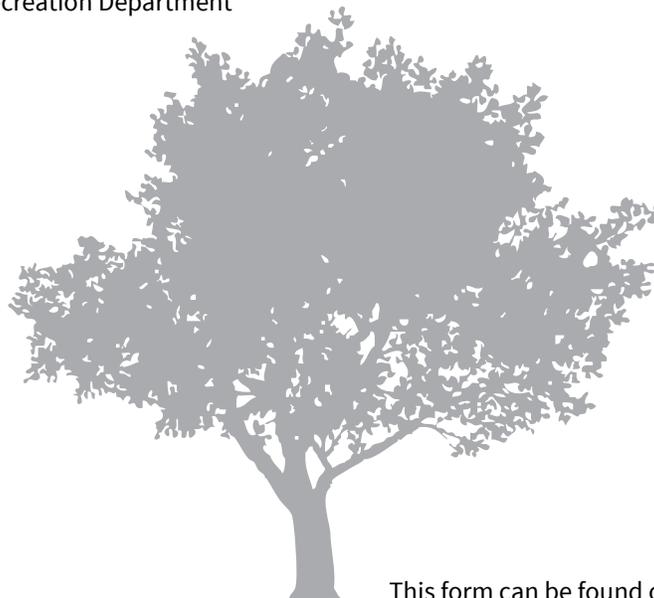
In December 2009, the City Council established the following fine schedule associated with the removal of a setback tree without a permit.

Action without, or in violation of, a permit	Trunk diameter from 4” up to 12”	Trunk diameter over 12” and up to 24”	Trunk diameter over 24”
Tree Removal	Up to \$1,000	Up to \$3,000	Up to \$5,000

FOR MORE INFORMATION

Nathan Slack

Urban Forest Superintendent
 City of Santa Barbara Parks and Recreation Department
 (805) 897-2692 or (805) 564-5592
NSlack@SantaBarbaraCA.gov



This form can be found online at bit.ly/SBSetbackTreeApp.

CITY OF SANTA BARBARA PARKS AND RECREATION DEPARTMENT