



**City of Santa Barbara
Parks and Recreation Department
STREET TREE REMOVAL APPLICATION**

Mailing Address:
PO Box 1990
Santa Barbara, CA 93102
(805) 564-5433 FAX (805) 897-2524

Office Address:
402 E. Ortega St.
Santa Barbara, CA 93101

Application Fee: \$50 (effective July 1, 2010)

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|---|--|
| DATE OF REQUEST: | |
| APPLICANT: | |
| ADJACENT OWNER NAME: (IF DIFFERENT THAN APPLICANT): | |
| MAILING/EMAIL ADDRESS: | |
| DAYTIME PHONE: | |
| TREE LOCATION (Address): | |
| TREE SPECIES (IF KNOWN): | |
| REASON(S) FOR REMOVAL: | |

PROVIDE THE FOLLOWING SUPPLEMENTAL INFORMATION

- Property owner letter, indicating reasons for removal. Also include whether:
 - 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
 - The tree is a designated Specimen or Historic Tree
- Photo of tree(s) proposed for removal
- Development plan/Landscape plan

STREET TREE PRUNING/REMOVAL APPLICATION REVIEW

Chapter 15.20 of the City of Santa Barbara Municipal Code establishes the permitting requirements for the planting, maintenance and removal of any tree within the parkway strip of any street right-of-way or public area. All trees within a parkway strip are planted and maintained according to the Master Street Tree Plan adopted by the City Council and under the authority of the Parks and Recreation Department. A written permit is required for any person to plant, prune, trim, perform maintenance on, or remove any tree planted in a parkway strip, tree well, public area or street right-of-way.

Tree Planting/Pruning: Tree Planting/Pruning applications can be submitted in the form of a letter request to be reviewed and approved by the Urban Forest Superintendent or Parks and Recreation Director. The request shall include clearly, by diagram or plot plan and photograph(s), the location and identity of the tree or trees sought to be planted, or maintained; the name and address of the applicant; name and license number of the contractor that will perform the work; and, any other relevant information.

Tree Removal: Street Tree removal applications are reviewed by the Street Tree Advisory Committee. The Street Tree Advisory Committee makes recommendations to the Parks and Recreation Commission. The review process takes up to 60 days. If the tree is found to be in good condition and the removal request is granted solely for the convenience of the applicant, the full cost of such removal and replacement shall be borne by the applicant. If the removal is determined necessary due to the condition of the tree, the City will assume the responsibility for all removal and replacement costs. Tree removal will be scheduled according to other pending priorities.

APPEAL PROCESS

If the Parks and Recreation Commission denies a Street Tree 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, 935 Anacapa Street, Santa Barbara, CA 93102, 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 \$150, as currently set per City Council resolution.

PRUNING OR REMOVAL OF A STREET TREE WITHOUT A PERMIT

In December 2009, the City Council established the following fine schedule associated with the pruning or removal of a street 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" |
|--|----------------------------------|---------------------------------------|-------------------------|
| Pruning Offense | Up to \$500 | Up to \$1,000 | Up to \$1,000 |
| Tree Removal | Up to \$1,000 | Up to \$3,000 | Up to \$5,000 |

FOR MORE INFORMATION

Tim Downey
Urban Forest Superintendent
City of Santa Barbara, Parks and Recreation Department
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tdowney@santabarbaraca.gov