

Application Guide for **TREE REMOVAL PERMIT**

A City Tree Removal Permit must be obtained prior to removal of trees located within City rights-of-way (i.e., public street tree planter strips, parks) or other City-owned land. (PMC Sect. 13.08.070)

Filing Requirements

1. Completed application and fees.
2. Arborist's report, photographs, or other supporting documentation. If the tree is proposed for removal as part of a sidewalk replacement project, the encroachment permit number or other information that may facilitate processing should be included on the application form.

Processing Sequence

1. To initiate City review of a tree removal request, application materials must be submitted to the Public Works and Utilities Department in person or e-mail: encroachmentpermits@ci.petaluma.ca.us.
2. Public Works and Utilities staff will refer the application to the City's arborist for consideration. In evaluating the request, staff will review the stated justification for the request together with supporting documentation. A site inspection will be conducted in most instances, to assess the condition of the tree and the condition of surrounding improvements, such as affected paving, utilities and overhead structures.
3. Within two weeks, recommendations for approval or denial will be returned by the reviewer(s) to the applicant. Applicants can contact the Public Works and Utilities Department for information regarding the status of a pending application.
4. Upon approval, a copy of the permit application, signed by the City's arborist, or an authorized agent will be issued to the applicant. An approved permit may include conditions of approval. These may typically include requirements to install replacement trees and/or to remove paving from street tree planter strips.
5. Any person dissatisfied with the decision of the City's arborist may appeal such decision to the City Council. The appeal must be filed in writing with the City Clerk, within 14 days of the decision and must specify the basis of appeal and the relief sought. The appeal will be scheduled for hearing within two regularly scheduled meetings of the City Council.
6. After the Tree Removal Request has been approved you will then need to pull an Encroachment Permit also through the Public Works and Utilities Department.