

TREE PERMITS

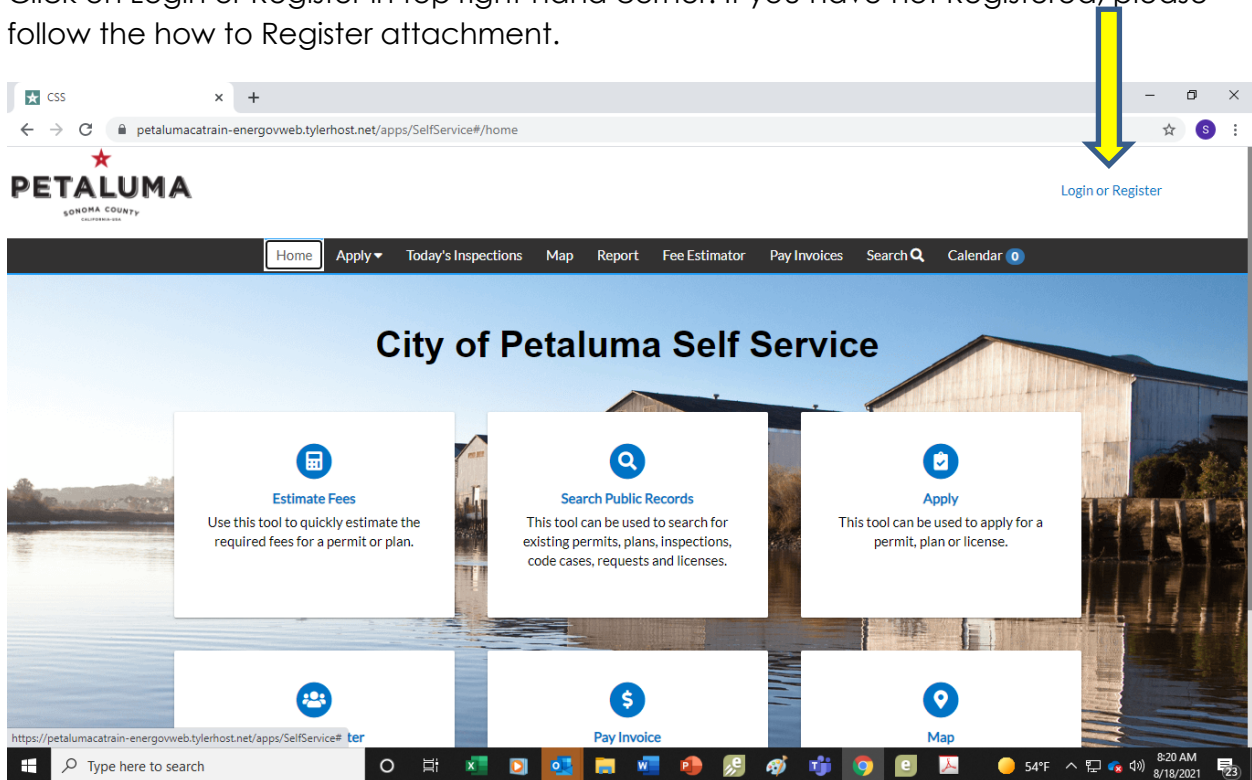
NOTE: This Encroachment Permit is only for removal, planting and/or trimming trees in the **public right-of-way**. If the tree is located on **private** property, please contact the Planning Department at: petalumaplanning@cityofpetaluma.org.

General Notes: While going thru the system, **do not** hit the back arrow button on the top left of your screen; only click on the blue **NEXT** button that is available on the bottom right of your screen or the **BACK** button located on the bottom left of your screen.

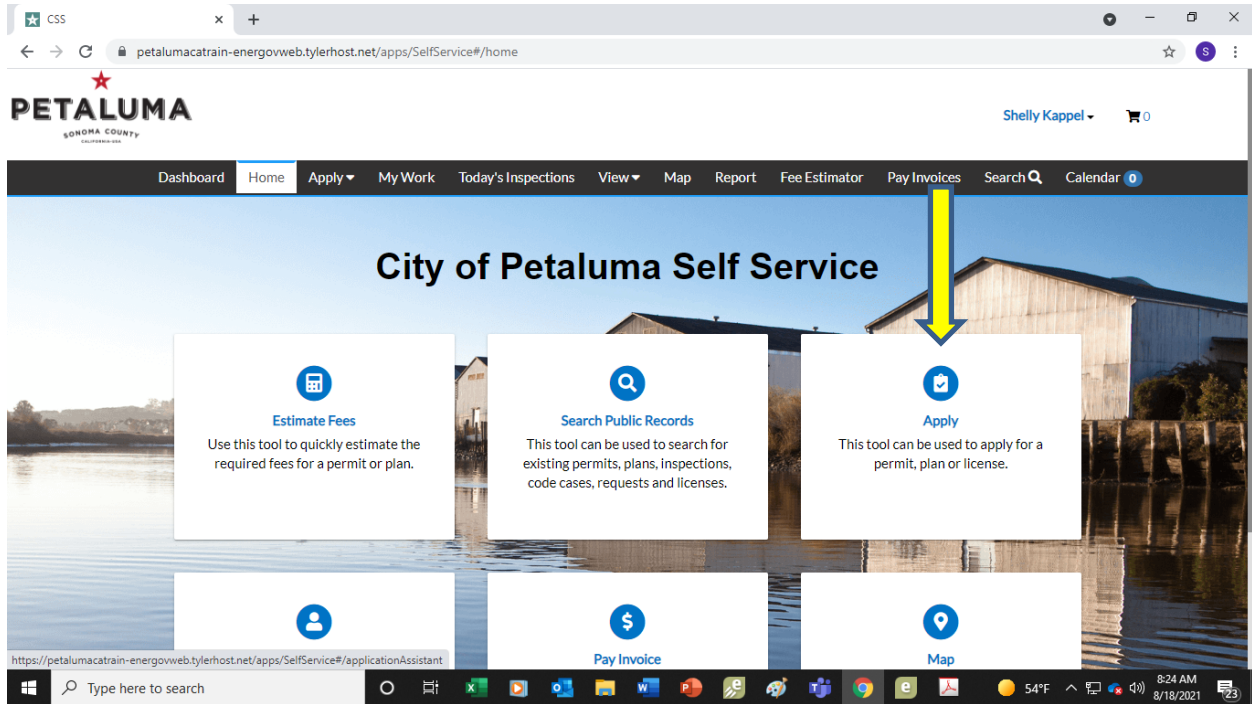
Go to the following URL to apply for a permit:

<https://petalumaca-energovweb.tylerhost.net/apps/SelfService>

Click on Login or Register in top right-hand corner. If you have not Registered, please follow the how to Register attachment.



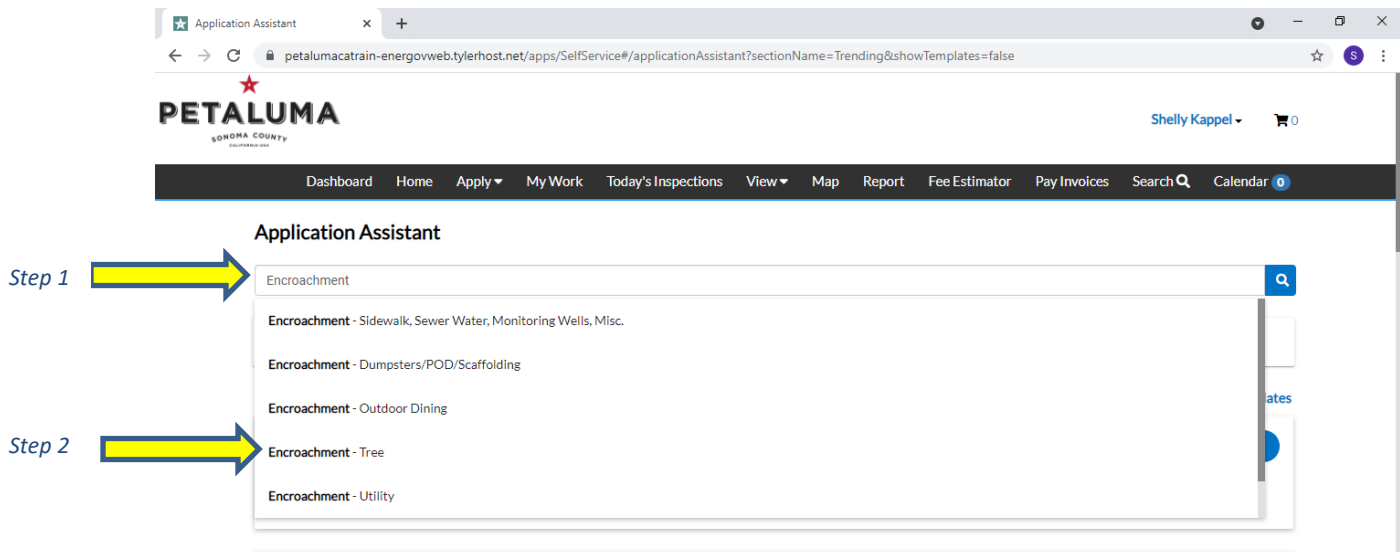
After logging in, click on the Apply box.



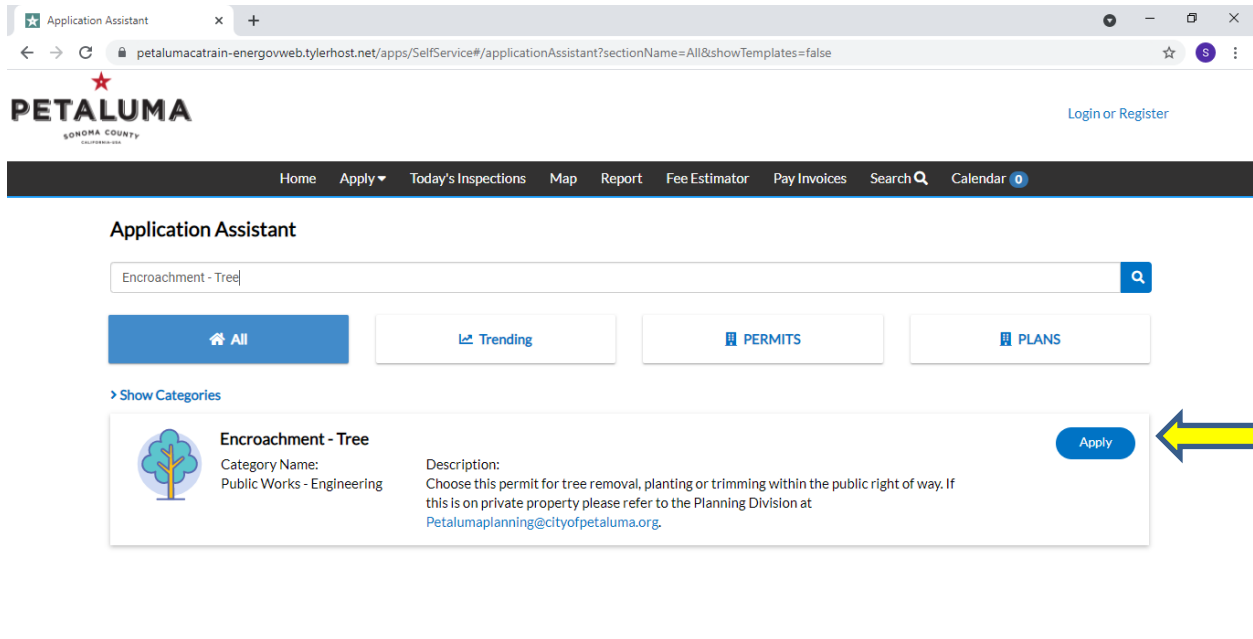
Under Application Assistant, in the box below:

Step 1 - Start typing Encroachment and all the types will show.

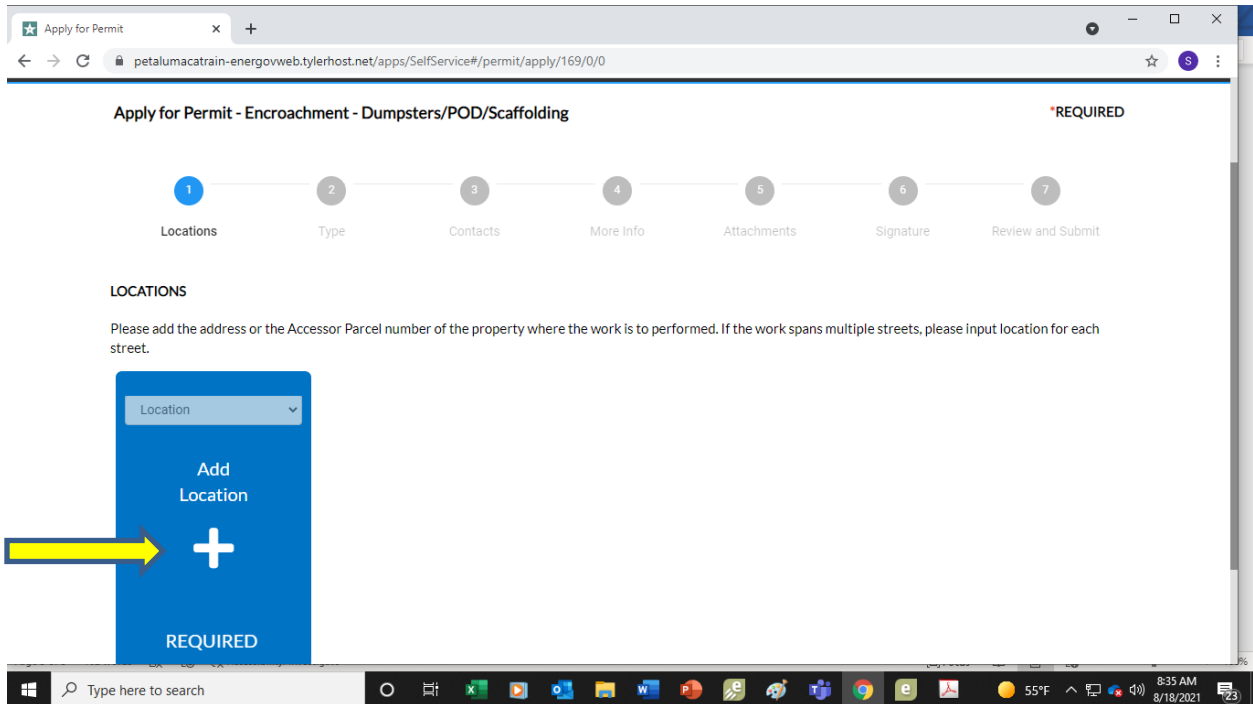
Step 2 - Pick Encroachment – Sidewalk, Sewer Water, Monitoring Wells and Misc



Your template will come up as shown below then click the apply button.

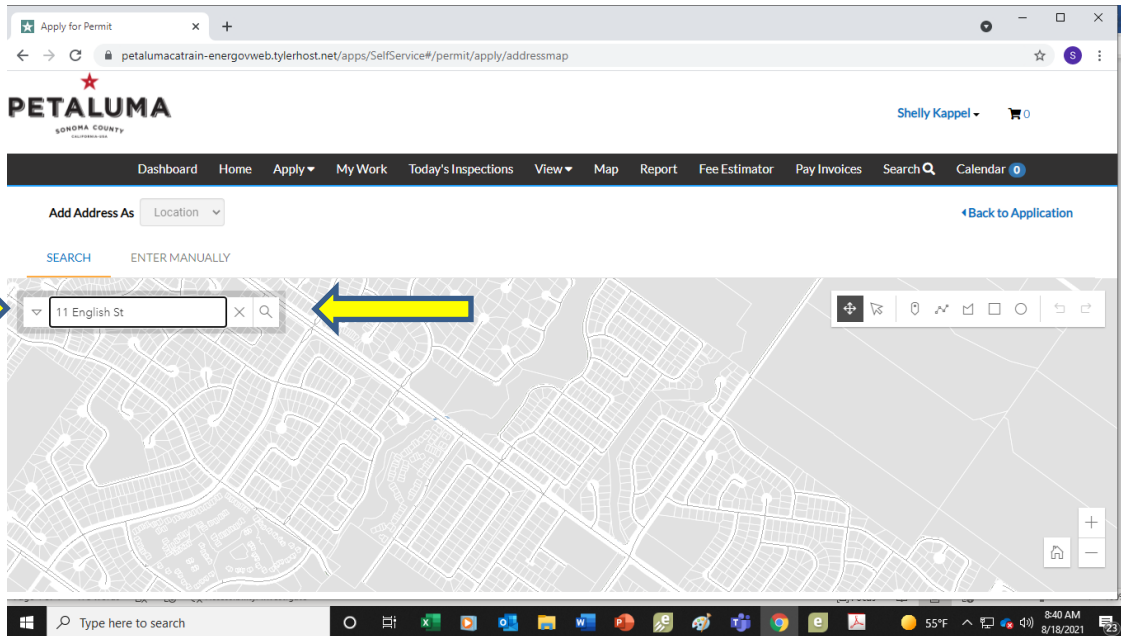


SCREEN 1 LOCATION - Add your location by clicking on the Plus sign in the blue box.

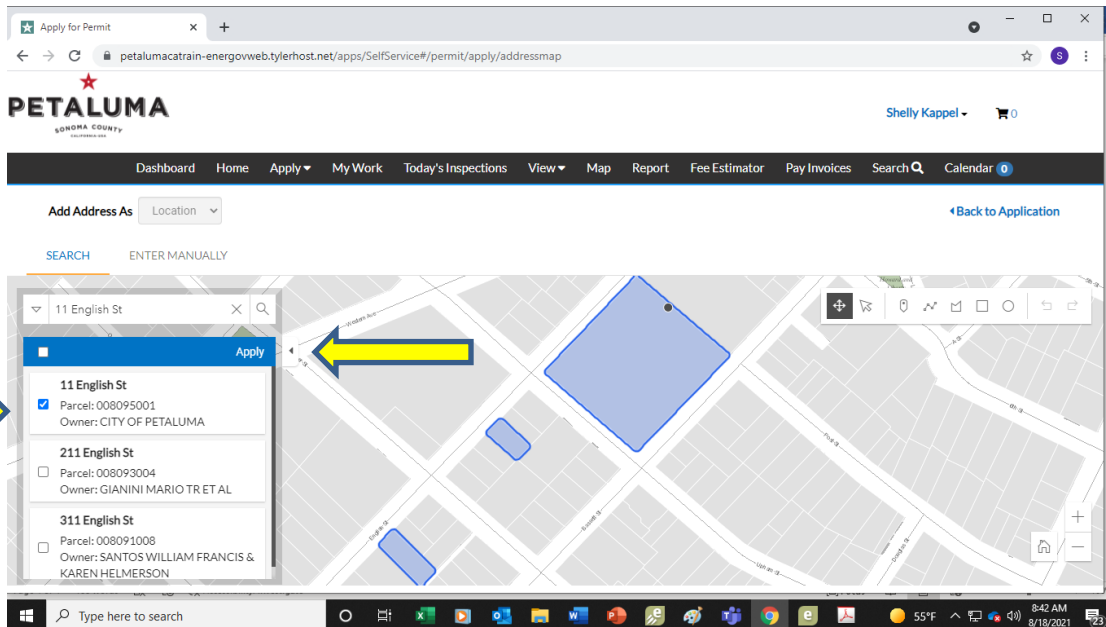


Enter your address and press enter. Then hit the search button to the right (magnifying button).

NOTE: When entering your address, do not spell out words like street, lane, court; i.e. enter address 11 English Street as 11 English St. If you put in the word street it will come up as an error.



Click on the box to the left of the correct address and click on apply. If more than one address, enter additional addresses.



Add locations if needed by clicking on the plus sign of adding locations. Then click on the **NEXT** button.

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/169/0/0

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Please add the address or the Accessor Parcel number of the property where the work is to be performed. If the work spans multiple streets, please input location for each street.

Type: Location
11 English St, Petaluma, CA
94952

Main Address

Parcel Number
008095001

Main Parcel

Remove

Location

Add Location

Create Template Save Draft Next

SCREEN 2 TYPE - Fill in the Permit Details. For the Description type in the Type of work and scope of work; i.e., Sidewalk – removing and replacing 20’ of sidewalk in front of house. Click on **NEXT** button.

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/3177/0/0

Dashboard Home Apply My Work Today's Inspections View Map Report Fee Estimator Pay Invoices Search Calendar

Apply for Permit - Encroachment - Tree *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

PERMIT DETAILS

* Permit Type Encroachment - Tree

Description Removing tree in the public right of way

Back Create Template Save Draft Next

SCREEN 3 CONTACTS - Add Contractor and Owner. If Applicant is Contractor & Owner, duplicate the information. Choose the plus sign to enter the information. Continue to add additional contacts if relevant. For new entries, you will need to add the information once into the system then you can search and choose the information going forward with other permits. Note: Contractor and Owner are required fields. If for some reason you do not know who the homeowner is, scan a page stating that fact.

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/169/0/0

Locations Type **Contacts** More info Attachments Signature Review and Submit

CONTACTS

Please enter the required contact information below. Applicant understands they are the responsible party for all work being completed on this permit and all documents submitted such as insurance and bonds, if needed, name the applicant.

Applicant

Shelly Kappel (You)

70 Park Lane, Sonoma, CA, 95476

Contractor

Add Contact

+

REQUIRED

Owner

Add Contact

+

REQUIRED

Agent

Add Contact

+

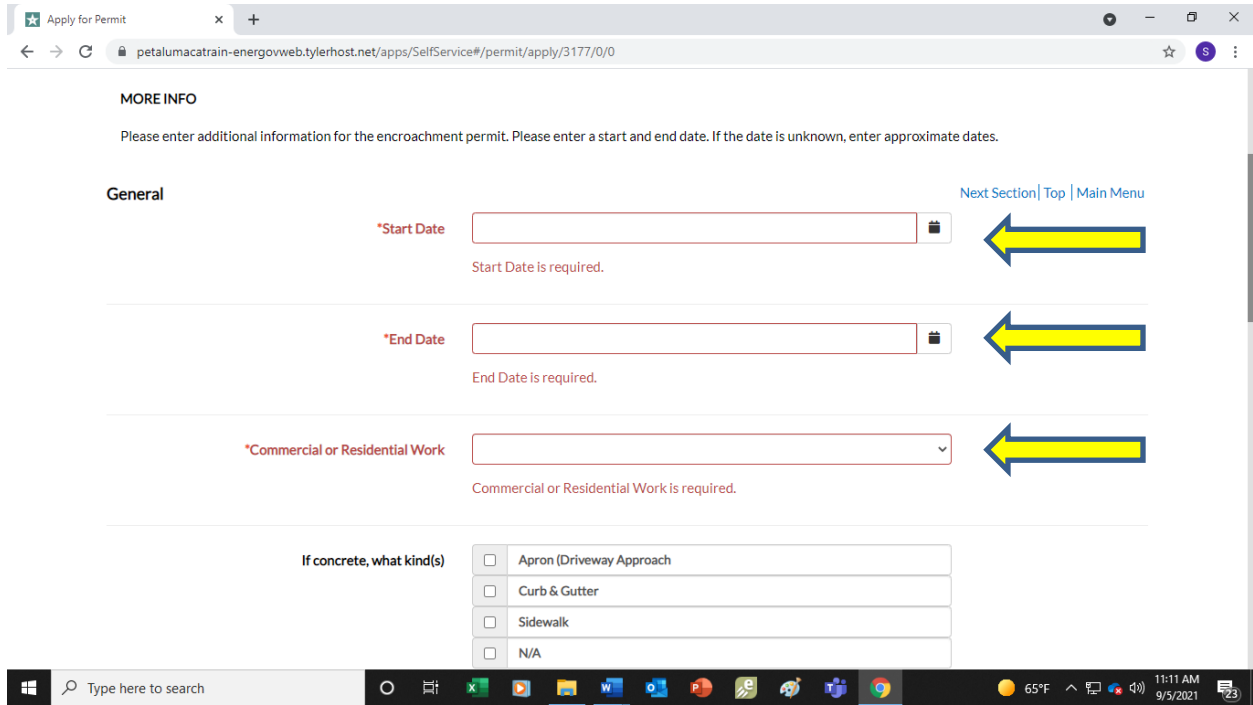
Back Create Template Save Draft Next

Type here to search

55°F 9:00 AM 8/18/2021

SCREEN 4 MORE INFO - Enter information for permit.

- Enter start and end date. If dates are unknown, please enter approximate dates, keeping in mind we ask for 3-5 business days for review.
- Click on the drop-down box and choose Commercial or Residential.
- Choose appropriate kind(s) or N/A.



Apply for Permit



petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/3177/0/0



MORE INFO


Please enter additional information for the encroachment permit. Please enter a start and end date. If the date is unknown, enter approximate dates.

General

[Next Section](#) | [Top](#) | [Main Menu](#)

*Start Date 
Start Date is required. 

*End Date 
End Date is required. 

*Commercial or Residential Work
Commercial or Residential Work is required. 

If concrete, what kind(s)

| | |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Apron (Driveway Approach) |
| <input type="checkbox"/> | Curb & Gutter |
| <input type="checkbox"/> | Sidewalk |
| <input type="checkbox"/> | N/A |

Type here to search

65°F 11:11 AM 9/5/2021

- Enter the square footage of concrete work. If none enter 0.
- Excavation - If you are digging in the public right of way click on the drop-down arrow and pick yes. If yes, you will also need to enter the USA ticket number by calling 1.800.227.2600.
- Enter your Business License Number. If you do not know your business number, please call our License Department at 707.778.4354. If you are a homeowner, do not enter a number.
- Enter Contractor License number if applicable.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Apply for Permit
- Address Bar:** petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/3177/0/0
- Form Fields:**
 - Square footage of concrete work:** A text input field with a yellow arrow pointing to it from the right.
 - *Excavation in the public right-of-way required?:** A dropdown menu with a yellow arrow pointing to it from the right. Below it, a red error message reads: "Excavation in the public right-of-way required? is required."
 - If yes, provide your USA ticket No.:** A text input field with a yellow arrow pointing to it from the right.
 - All Contractors must provide their city Business License number.** A heading above the next field.
 - City Business License Number:** A text input field with a yellow arrow pointing to it from the right.
 - If applicable Contractor License No. and type:** A text input field with a yellow arrow pointing to it from the right.
- Taskbar:** Shows the Windows search bar, taskbar icons for various applications, system tray icons for weather (65°F) and time (11:14 AM 9/5/2021).

- It is in most cases a requirement to replace any trees being removed? Click yes or no. If you are removing a tree an arborist report is required and will need to be attached in the next section.
- If you are requesting to NOT replace the tree, please state reason why.
- State the species of tree to be replaced.
- Enter your Business License Number. If you do not know your business number, please call our License Department at 707.778.4354. If you are a homeowner, do not enter a number.
- Click **NEXT** button when complete.

The screenshot shows a web browser window with the address bar displaying "petalumacatrain-energoweb.tylerhost.net/apps/SelfService#/permit/apply/3177/0/0". The page title is "Apply for Permit". The main content area is titled "Tree Information" and includes the following elements:

- A dropdown menu with the label "*Are you requesting to not replace a tree?". A yellow arrow points to this dropdown.
- A red error message below the dropdown: "Are you requesting to not replace a tree? is required."
- A text input field with the label "If yes state the reason why". A yellow arrow points to this field.
- A text input field with the label "If no state the species of replacement trees". A yellow arrow points to this field.
- A link labeled "Tree species must be this approved list." with a yellow arrow pointing to it. To the right of the link is a larger yellow arrow pointing to the text: "Click on this link to verify or choose a tree replacement."

At the top right of the form, there are navigation links: "Previous Section | Top | Main Menu".

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and system tray information including "68°F" and "11:18 AM 9/5/2021".

SCREEN 5 ATTACHMENTS - click on the plus sign of each blue box and upload your scanned documents.

NOTE: If you are removing a tree, an Arborist Report is required.

Click **NEXT** upon completion.

Apply for Permit

petalumacatrain-energovweb.tylerhost.net/apps/SelfService#/permit/apply/3177/0/0

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

Arborist Report
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv, .txt
REQUIRED

Certificate of Insurance
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt
REQUIRED

Traffic Control Plan
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt
REQUIRED

Arborist Report
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx, .zip, .csv, .txt

Click on the drop-down box to select which document will be downloaded

Back Create Template Save Draft Next

Type here to search 68°F 11:28 AM 9/5/2021

SCREEN 6 SIGNATURE PAGE - Complete signatures.

Step 1 – Type your name in the box.

Step 2 - You will need to move the round blue button by Enable Type Signature to the right (move with your cursor)

Step 3 - Type your name.

Choose **NEXT** at bottom of screen.

Apply for Permit - Encroachment - Dumpsters/POD/Scaffolding ***REQUIRED**

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

Permit will not be issued until applicant provides current insurance certificates and City business license. The undersigned does hereby agree to indemnify and hold the City of Petaluma free and harmless from any liability in accordance with Section 13.04 and 13.12, Petaluma Municipal Code.

* Please type your name as consent to electronically sign this application.

Shelly Kappel

Enable Type Signature [Type Name Here]

Shelly Kappel
August, 18 2021

Step 1 Step 2 Step 3

Click on **SUBMIT**.

Apply for Permit

Locations Type Contacts More Info Attachments Signature **Review and Submit**

Submit

Locations

| | |
|---------------|-----------------------------------|
| Location | 11 English St, Petaluma, CA 94952 |
| Parcel Number | 008095001 |

Basic Info

| | |
|--------------|---|
| Type | Encroachment - Dumpsters/POD/Scaffolding |
| Description | Placing dumpster in front of house; 8'x8'x16'; using Recology |
| Applied Date | 08/18/2021 |

Contacts

| | |
|-----------|---------------|
| Applicant | Shelly Kappel |
|-----------|---------------|