



# TREE REMOVAL PERMIT APPLICATION

City of Grass Valley Public Works Department  
125 E Main Street, Grass Valley, CA 95945  
Phone: (530) 274-4350  
Fax: (530) 274-4399

### FOR CITY USE ONLY

Permit # \_\_\_\_\_

WO # \_\_\_\_\_

OTC  Regular

A tree removal permit is required for any person(s) requesting to have a tree removed inside the City Limits of the City of Grass Valley per Municipal Code Section 12.36. Tree permits expire six (6) months after the date of issuance. *Please note that if you have a Home Owners Association, you must obtain written approval from them prior to submitting your application.*

STREET ADDRESS of TREE(S): \_\_\_\_\_ Property/Home Owners Assoc.?  Yes  No

Property Owner: \_\_\_\_\_ Requested by: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**To determine diameter; measure circumference of tree 54 inches above ground level and divide that number by 3.14.**

Tree #1 – Type/ Diameter	Tree #2 – Type/ Diameter	Tree #3 – Type/ Diameter

Reason for Request: \_\_\_\_\_

**Proposed Replacement/Mitigation:** \_\_\_\_\_

Tree #1 \_\_\_\_\_ Tree #2 \_\_\_\_\_ Tree #3 \_\_\_\_\_

Will any work be performed in the City right-of-way (street or sidewalk)?      Yes      No

Name of Contractor Removing Tree(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ **CITY Business License No.** \_\_\_\_\_

**Property owner is to mark trees within 24 hours of submitting this request with bright ribbon or paint at base of tree in an area easily viewed by City staff.**

If trees are 24" dbh or larger you will receive notification of a *PROPOSED ACTION* by mail indicating your ten (10) calendar day posting period with required poster or requesting additional information if required to process your request.

Following the 10-day posting period there is a seven (7) calendar day appeal period, after which you will receive notification, by mail, of the *FINAL ACTION*. The Final Action will specify if you are allowed to remove the tree(s) and, if so, the conditions by which you are able to remove the tree(s), and any other *CONDITIONS* that may apply (i.e.: replanting).

Removal of trees, subject to the City's Tree Preservation and Protection Municipal Code Sectopm 12.36, without written City authorization may be subject to fines and or criminal prosecution.

*The City of Grass Valley is not responsible for location of trees marked for removal.  
All property lines should be verified before submitting your application.*

Consent Terms (Property Owner to initial each item):

\_\_\_\_\_ *In consideration of removal and as mitigation for the above referenced tree(s), I agree to replant at a 1:1 ratio in accordance with Municipal Code 12.36.085 (reading in part), with either a minimum one and one-half inch caliper diameter, healthy and well-branched deciduous tree, or a five to six foot tall evergreen tree. The replanted tree shall be of a species that will eventually equal or exceed the removed tree in size, if appropriate, for the new location(s).*

\_\_\_\_\_ *The permittee shall be responsible for all claims and liabilities arising out of work performed pursuant to the tree removal permit, or arising out of the permittee's and his/her agent's failure to perform any of the requirements of the permit. The undersigned hereby agrees to indemnify, defend and hold harmless the City of Grass Valley, its officers, agents, employees and volunteers from any and all liabilities, claims, losses and expense, including attorney's fees and court costs and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, this Tree Removal Permit, except as caused by the sole or gross negligence of the City.*

*By signing this form I confirm that I have read and understand the rules and regulations as stated above, and confirm that I understand and agree to the terms of this permit application.*

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INCOMPLETE INFORMATION OR MISSING DOCUMENTS/FORMS  
MAY DELAY THE APPROVAL OF YOUR APPLICATION.**

**TYPE OF REQUEST:**

- EMERGENCY (Immanent danger of falling - Pictures required and Arborist/Forester report required)
- CONSTRUCTION RELATED - Building/Encroachment/Grading Permit # \_\_\_\_\_
- REGULAR - Trees equal to or greater than 24" dbh
- REGULAR OTC - Trees greater than 10" dbh and less than 24" dbh

**PLANNING DIVISION:**

COMMENTS/CONDITIONS:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**ENGINEERING DIVISION OR BUILDING DIVISION:**

*(If Grading or Encroachment Permit)*

*(If Building Permit, no Grading Permit)*

COMMENTS/CONDITIONS:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**OTHER DEPT:** (If required)

COMMENTS/CONDITIONS:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**PROPOSED ACTION:**    APPROVED    DENIED    N/A

COMMENTS/CONDITIONS: After ten (10) day posting and seven (7) day appeal process, final action will be taken. Replant at a 1:1 ration per City Ordinance.

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**FINAL ACTION:**    APPROVED    DENIED

COMMENTS/CONDITIONS: Ok to remove tree(s) as described. Replant at a 1:1 ratio per City Ordinance

BY: \_\_\_\_\_

DATE: \_\_\_\_\_