



# TREE PERMIT CHECKLIST



## Project Information

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Project Name: \_\_\_\_\_

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

## APPLICATION SUBMITTAL REQUIREMENTS

### REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Tree Permit Checklist (Page 1 of this Form)

### REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

#### **PROJECT DOCUMENTS:**

- Arborist's Report\*
- Color Photographs of the Subject Tree(s)
- Tree Removal Site Plan
- [Tree Table Worksheet](#)

\*May be required, see plan sheet requirements and document requirements linked below

### REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

## INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

**PROJECT DOCUMENTS** – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

## TREE PERMIT INFORMATION & PROCESS

The City of Santa Rosa finds that trees contribute greatly to the health, safety and general welfare of all of the City's citizens and that the preservation is a matter of citywide concern. Santa Rosa recognizes and finds that trees provide great aesthetic benefits, offer windbreaks, provide summer shade, noise abatement, and privacy screening, erosion control, act as filters against airborne pollutants, release oxygen, are wildlife habitats, and prevent landslides through their root systems. All trees perform these functions for the property on which they are growing. Trees of significant size and maturity perform these functions for all persons living in their vicinity. Trees are key elements in a living system the boundaries of which do not conform to the arbitrary property lines of individual lots and parcels and upon which the continued health and welfare of this community depends. In addition, trees in the community and in a neighborhood provide a sense of identity and tradition and enhance property values.

The tree removal permit process helps to protect certain trees that are an essential part of the City's natural heritage, referred to in this chapter as heritage trees, wherever they may be growing in the City, while, at the same time, recognizing an individual property owner's right to utilize his or her land in a way that is otherwise allowed by law.

**This Tree Removal Permit is required for the removal of trees without any additional Planning Applications being required. If tree removals are proposed along with additional development, those trees shall be identified for removal on the Design Review, Tentative Map, or Landmark Alteration Applications.**

Please review the [City's Tree Ordinance](#) prior to submitting this application.