



**CITY OF WEST SACRAMENTO  
TREE PERMIT INFORMATION AND APPLICATION FORM**

**Activities requiring a Tree Permit:**

**\$25 fee (each permit) for businesses**

- Cutting down, moving, removing, trimming any branch over 5" in diameter of a **street tree**. (A street tree is any tree growing within a strip 12 ½ feet from the back curb of the street.)
- Cutting down, moving, removing, trimming any branch over 5" in diameter of a **heritage, or landmark tree**. (A "Heritage tree" means any living tree with a trunk circumference of 75" or more or a Native Oak with a trunk circumference of 50" or more; both measured 4'6" from ground level.) The circumference of multi-trunk trees shall be based upon the sum of the circumference of each trunk. A "Landmark tree" is any single or stand of trees of historical significance.
- Perform any work such as trenching, grading, paving, or parking vehicles within the drip line of a heritage, significant or landmark tree.

**What to do:**

- Fill out the information below only if the tree fits one or more of the criteria listed above. Include fee with permit (businesses only)
- Turn the completed permit and fee into the Department of Parks and Recreation at the address shown on bottom of page. **If you are requesting removal of a protected tree, an arborist report describing the reason for removal must be attached.**
- Within 30 days, the tree will be evaluated by the City Arborist. Owner may be contacted for access to the tree.
- If approved, original permit will be mailed to you, or you may request to pick it up.
- **A copy of the tree permit must be posted in a conspicuous location on the property near the tree during removal or trimming.**

**APPLICATION**

NAME OF OWNER/APPLICANT: \_\_\_\_\_ PHONE (Home): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE (Cell): \_\_\_\_\_  
Street Address City/State Zip

PROPERTY ADDRESS (Location): \_\_\_\_\_

SPECIES OF TREE(S) \_\_\_\_\_ TRUNK CIRCUMFERENCE \_\_\_\_\_ Inches

PROPOSED ACTIVITY:     TREE REMOVAL                       MAJOR PRUNING                       OTHER

REASON FOR ACTION: \_\_\_\_\_

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FOR REMOVAL OF PROTECTED TREES, WRITTEN EVALUATION OF TREE HEALTH AND STATUS BY AN ISA (International Society of Arboriculture) CERTIFIED ARBORIST MUST BE INCLUDED WITH THIS APPLICATION.

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

**If you have any questions, please contact the Parks and Recreation Department at (916) 617-4620.**

**FOR CITY USE ONLY:**

ARBORIST NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

FINDING: \_\_\_\_\_

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CITY MANAGER OR DESIGNEE DETERMINATION:                       PERMIT APPROVED                       PERMIT DENIED

AG AND NATURAL RESOURCES SUBCOMMITTEE REVIEW NEEDED?     YES     NO

NAME/SIGNATURE \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ATTACH 2 TO 4 PHOTOS AS NEEDED ON SECOND PAGE

**Revised 5 - 2007**