



TREE REMOVAL PERMIT INFORMATION SHEET

This information sheet on Tree Removal Permit has been developed as a guide to help determine when a Tree Removal Permit is required prior to the removal of certain categories of trees. It explains which categories of trees do not require Tree Removal Permits prior to their removal.

The purpose of the tree removal permit review is to preserve the beautiful streetscapes and green belts of the City of Irvine.

Please use this information sheet as a checklist to assemble the materials required for your Tree Removal Permit. If you are applying to remove five or less trees, please use the Tree Removal Application. If you are removing six or more trees, please use the detailed checklist in section E of this information sheet. If you have any questions about the items requested or if you wish to obtain processing information, please call the Development Assistance Center at (949) 724-6308.

SECTION A - Trees that do not Require Tree Removal Permit

- 1 Trees located in the private yard of a residential property and are not located in the public right of way. The public right of way is typically the planting area next to the sidewalk of most homes, or along the paseo, open space of the side or rear yard areas.
- 2 Trees located on non-residential properties and which are not part of required parking lot landscaping, are not on public right of way, are not considered significant by the Municipal Code on tree removal, and are not part of an established eucalyptus windrow.
- 3 Trees which are maintained by a Home Owners' Association, and which are not part of the major street landscape area, and are not part of an established eucalyptus windrow.

SECTION B - Trees requiring approval of Tree Removal Permit

- 1 All trees in the public right of way of any residential development, such as homes, apartments, town houses or condominiums.
- 2 Trees located on non-residential properties and are in the public right of way, are part of a eucalyptus windrow or are part of the street landscape.

SECTION C - Items required for permit review

- 1 A completed Tree Removal Application
- 2 Four copies of a site plan showing the location of trees to be removed
- 3 The types and number of trees to be removed and an explanation of why the trees are to be removed.
- 4 The types, number and gallon sizes of the trees to be used for replacement of removed trees.
- 5 An explanation of why the trees will not be replaced, if no replacement of removed trees is proposed.
- 6 Vicinity map and how to access the trees to be removed, if they are located within gated communities.
- 7 Tree Removal Permit plan check fee.

SECTION D - Tree Removal Permit fees

The fees for the tree removal permit are based on the following: a) the number of trees; b) if encroachment permit is required to do work on the City's right-of-way; c) if City staff or the Planning Commission is the approval body for the tree removal application, (see Section H - Approval Body).

- 1 Upon submittal of the Tree Removal Permit, the applicant shall submit the \$56.00 plan check fee.
- 2 Upon approval of the Tree Removal Permit, the applicant shall pay the Inspection fee (\$59.00 for up to 5 trees or \$8.00 per tree in excess of 5 trees on any parcel of land to a maximum of \$650.00 per site)

SECTION E - Tree Removal Plans

- _____ Vicinity map, north arrow, and scale of the plan (e.g. 1 inch =10 feet).
- _____ locations of affected buildings, and the dimensions of property lines
- _____ notes labeling existing tree, proposed removals and replacements
- _____ easement locations (if relevant, e.g. for tree replacement considerations)
- _____ location of paved and landscaped areas where applicable
- _____ controlled access gate locations (if any)
- _____ ultimate street right-of-way property lines (if these are different from existing)
- _____ adjacent streets, street names and intersections, showing striping and medians
- _____ all access points (driveways), existing or proposed; label access type (i.e. curb return or apron)

- _____ "line of sight" (per City Standard Plan 403) at all access points on a curved roadway or at access points where buildings, landscaping or signage may obscure a driver's view, and to justify tree removal
- _____ parking count, where the tree removal or replacement may affect required parking per zoning code section 3-15,5.B. 1 and 2 –Minimum Landscape Requirements for parking lots.

SECTION F - General Information

- 1 Who can apply for a Tree Removal Permit:
 - a) The property owner;
 - b) The project management company;
 - c) The landscape maintenance company; or
 - d) A permit processing company (property owner authorization required)
- 2 Statement of Indemnification:

The applicant shall defend, indemnify, and hold harmless the City of Irvine and its agents, officers, and employees from and against any claim, action, or proceeding against the City agency or its agents, officers or employees to attack, set aside, void or annul an approval by the City, including, and without limitation, any action by an advisory agency, appeal board or legislative body concerning this discretionary approval which may result from actions on this application. This defense and indemnification shall include the payment of all legal costs incurred on behalf of the City in connection with the application, and the defense of any claim, action or proceeding challenging the approval. The City will promptly notify you, as the applicant, of any claim, action, or proceeding, and will expect you to cooperate fully in the defense.

SECTION G - Processing Information

In order to issue a tree removal permit, the City arborist shall use the criteria listed in Section 5-410.B of the City's Municipal Code. Trees removal may be approved when such trees are dead or dieing, malformed due to overcrowding, have insect or disease infestation and are not treatable, or are causing damage to structures or utility lines.

- 1 On all project sites, the City code requires the replacement of removed trees on a 1:1 ratio in order to maintain specific ratio of trees to parking stalls, (per section 5-7-410 of the City's Municipal Code).
- 2 Staff recommends that the property owner, his or her agent, or the Homeowners' Association inform residents of the proposed tree removal to resolve any concerns they may have.
- 3 Technical studies for arborist report, line of sight study, or other additional information may be required according to City policy.
- 4 When a Tree Removal Permit application requires approval by the planning commission, please follow the directions for public hearing notification.

SECTION H - Approval Body

- 1 The Director of Community Development and Planning Staff
 - a) The Director of Community Development, designated planners with the city arborist, shall approve, approve with modification, or deny tree removal applications, in compliance with Section 5-7-401 (Urban Forest Ordinance), and Section 5-7-401 (Tree Removal Ordinance) of the Municipal code.
 - b) A replacement plan should be provided with the Tree Removal application stating the types, numbers, gallon sizes and location of replacement trees, including the re-planting schedule.
 - c) City staff or the City arborist may waive the replacement of removed trees when one or more of the following conditions exist:
 - i. Trees are on private property & do not require Tree Removal permit.
 - ii. Over-crowding of trees exist within a project area.
 - iii. Replacement of removed trees may increase the potential of property damage.
 - iv. Removed trees were located in the median, or in public right of way where safety and line of sight were negatively impacted.
 - d) The Director of Community Development may require additional materials for the appropriate review of the application for tree removal.
 - e) The applicant will be notified within 10 working days from the date the application is submitted if the tree removal permit is approved, denied in whole or in part, or if any additional materials will be necessary to complete the review of the application.
 - f) If the applicant disagrees with the decision of the City staff, the City arborist, or the Planning Commission, the applicant may follow the appeal procedure as outlined in Section 2-5-2 (Procedure for appeal), of the City of Irvine Zoning Code.
- 2 The Planning Commission
 - a) The Planning Commission will review the Tree Removal application when the removal of such trees will significantly improve public use or benefit of a property where such trees are located (per Sec. 5-7- 409.B.7 of the Municipal Code). In such cases more detailed filing information may be required.



TREE REMOVAL PERMIT APPLICATION

APPLICANT			DATE
ADDRESS			PHONE
CITY	STATE	ZIP	EMAIL
OWNER			DATE
ADDRESS			
CITY	STATE	ZIP	PHONE
JOB ADDRESS/LOCATION			

IN ACCORDANCE WITH THE IRVINE MUNICIPAL CODE, SECTION 5-7-410, AN ORDINANCE PROVIDING FOR THE PRESERVATION OF TREES WITHIN THE CITY OF IRVINE, REQUEST IS MADE FOR PERMISSION TO REMOVE TREES AS FOLLOWS:

CHECK ALL BOXES THAT APPLY

☐ PUBLIC PROPERTY ☐ RESIDENTIAL ☐ OTHER NUMBER OF TREES PROPOSED FOR REMOVAL _____
☐ PRIVATE PROPERTY ☐ COMMERCIAL

SCOPE OF WORK (LOCATION, SIZE AND TYPE OF TREE TO BE REMOVED)

INCLUDE SITE PLAN DRAWN TO SCALE SHOWING CIRCUMSTANCES OF REMOVAL AND REPLACEMENT.

REASON FOR REMOVAL

REPLACEMENT PROPOSED? ☐ YES ☐ NO If NO, why not?

REPLACEMENT TYPE (SPECIE)	QUANTITY	CURRENT USE OF PROPERTY	FUTURE USE OF PROPERTY

I agree to comply with the provisions attached to this application and all City Ordinances, Resolutions, Standards and Specifications currently in force, and to pay for the removal and proper replacement of any item installed under this permit which does not comply with the above. I agree to pay for any additional replacements in excess of the amounts shown above which may be cut or damaged as a result of any work accomplished under this permit. Inspection office to be notified at least **48 hours before work is to start** by calling **949-724-6500** between the hours of **8 a.m. and 4 p.m.** Permit will expire if work is not started in 60 days and continued to completion.

SIGNATURE OF APPLICANT

FIELD APPROVAL _____ DATE _____

COMMENTS _____

FOR OFFICE USE ONLY

PLAN CHECK FEE \$

TEMPLATE #

RECEIPT #