



CITY OF SAN RAMON

Planning Services Division
2226 Camino Ramon
San Ramon, CA 94583
Telephone: (925) 973-2560
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TREE REMOVAL PERMIT SUBMITTAL REQUIREMENTS

The following items are required for a complete application. Please review this list with the Planning Services Division to confirm specific requirements and to determine if additional information or other applications are required.

A Tree Removal Permit application shall be submitted as required by Zoning Ordinance Division D5, Chapter II – Tree Preservation and Protection.

Required Plan Submittal:

- **Plan Sets:**
 - Three (3) sets of full sized plans (24 in. x 36 in.) collated and folded to 8-1/2 in. x 11 in.;
 - Ten (10) sets of reduced plans (11 in. x 17 in.); and
 - One (1) set of reduced plans (8-1/2 in. x 11 in.)
- **Digital Set:** One (1) copy of the submitted plan set in pdf format and photos
- **Scale:** Drawn to a scale of at least 1/8 in. = 1 ft. for architectural plans and 1 in. = 40 ft. for engineering plans
- **All Plans:** Fully dimensioned and include a north arrow, graphic scale, site address, and date

Submittal Requirements:

- 1. Tree Removal Application Form.** Include signature(s) and/or a letter from the legal property owner(s) and applicant.
- 2. Homeowners Association approval.** If the proposed tree removal is on property owned or managed by a Homeowners Association the application submittal shall include a letter from the homeowners' association board authorizing the tree removal.
- 3. Application Fee.** See the Planning Services Fee Schedule. We accept cash, credit card (Visa and MasterCard) or checks (make check payable to City of San Ramon).
- 4. Written Statement.** Describe in detail the proposed tree removal request.

- 5. Tree Removal Plan.** Plan shall be fully dimensioned and drawn at 1 in. = 40 ft. or larger and shall include the following:
 - a) Vicinity Map: Show the location and boundaries of the project and adjacent streets. (may be on cover sheet)
 - b) Legal Boundaries: Indicate the dimensions of the legal boundaries of the property, including easements, and right-of-ways.
 - c) Buildings and Structures: Include the outside dimensions and use of all existing buildings and structures.
 - d) Parking Lot: Location of the existing parking spaces.
 - e) Tree Removal Locations and Protected Zones: Indicate the size, type, and location of each proposed removal of a protected tree and drip line. (Additional items, such as a tree survey by a professional engineer or licensed land survey, may be required)

- 6. Tree Replacement Plan.** Plan shall be fully dimensioned and drawn at 1 in. = 40 ft. or larger and shall include the following:
 - a) Vicinity Map: Show the location and boundaries of the project and adjacent streets. (may be on cover sheet)
 - b) Legal Boundaries: Indicate the dimensions of the legal boundaries of the property, including easements, and right-of-ways.
 - c) Buildings and Structures: Include the outside dimensions and use of all existing buildings and structures.
 - d) Parking Lot: Location of the existing parking spaces.
 - e) Tree Replacement Locations: Indicate the size, type, and location of each proposed replacement tree. (Additional items, such as a tree survey by a professional engineer or licensed land survey, may be required)

- 7. Arborist Report.** If required by the Zoning Administrator, an arborist report shall be submitted based on the number, type, and locations of trees on the site. An Arborist Report shall include the following information:
 - a) Botanical name of trees by tree number;
 - b) Common name of trees by tree number;
 - c) Location of trees by tree number;

- d) Diameter at 54 inches above the ground, by tree number;
- e) Drip line radius by tree number (measure longest radius);
- f) Condition of each tree by tree number;
 - i. *Determination of tree condition.* The information on tree condition in the report shall be developed as follows:

Rating system. The condition of each tree is to be considered when determining a tree's rating according to the following categories: excellent (it is rare that a tree qualifies in this category); good; fair to good; fair; fair to poor; or poor.

Factors to be considered. At least the following factors shall be considered in light of the trees life expectancy under existing and planned conditions when determining a tree's rating:

- The condition and environment of the tree's root crown (also roots, if applicable);
- The condition of the trunk, including decay, injury callusing or presence of fungus sporophores;
- The condition of the limbs, including strength of crotches, amount of deadwood, hollow areas, and whether there is excessive weight borne by them;
- The condition and growth rate history of the twigs, including pest damage and diseases;
- Leaf appearance, including abnormal size and density as well as pest and disease damage; and
- The drip line environment, including evidence of grade changes and presence of water courses or ponding.

Formulation of tree condition. Using an averaging of the above factors together with the Arborist's best judgment, the tree shall be described using the above rating categories. It is important to rate structural condition separately from the tree's vigor condition if they are different. Root crown, trunk and limb ratings relate most to structure, while twigs and foliage, including growth rate, relate most to vigor. The structure of the root crown trunk area is of primary importance and takes precedence over any other factor. This information should not be considered to be a formula but simply a guideline to help describe a tree's condition.

- g) Recommendations. The Arborist's recommendations shall be developed in compliance with the following:

- i. *Recommendations by tree number.* Based upon the conditions and findings, recommendations should be made that logically follow the report conditions. For instance, if weak crotches are reported, cabling would be a logical recommendation to include in the report. These recommended mitigative measures should be spelled out and in some cases may even improve the tree's condition ratings.
- ii. *Preservation measures for each tree not being removed.* The specific recommendations must consider the impacts from the activities proposed.

- 8. Photos.** Photos of the site and/or trees to be removed.
- 9. Additional Items.** Depending upon the specific nature of the request, the Zoning Administrator may waive submittal requirements not applicable to an application or may require additional information to process an application.



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Res. \$75.00
 Comm. \$150.00

TREE REMOVAL APPLICATION GENERAL INFORMATION		
LOCATION OF PROJECT (ADDRESS)	Office Use	APN NUMBER
		ZONING
		GP DESIGNATION
NAME OF PROPOSED PROJECT	BUSINESS PHONE ()	HOME PHONE ()
APPLICANT ADDRESS	CITY	STATE
APPLICANT REPRESENTATIVE	BUSINESS PHONE ()	HOME PHONE ()
APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE
PROPERTY OWNER NAME (SIGNATURE REQUIRED)	BUSINESS PHONE ()	HOME PHONE ()
PROPERTY OWNER ADDRESS	CITY	STATE

DESCRIPTION OF TREES TO BE REMOVED						
SITE KEY	NO.OF TREES	TYPE OF TREE	ESTIMATED HEIGHT	DIAMETER AT 54" ABOVE GRADE	☐ MARK REASON(S) FOR REMOVAL	
A					☐ Dead ☐ Diseased	☐ Hazardous ☐ Nuisance
B					☐ Dead ☐ Diseased	☐ Restricts development ☐ Other/describe below
C					☐ Dead ☐ Diseased	☐ Hazardous ☐ Nuisance
D					☐ Dead ☐ Diseased	☐ Restricts development ☐ Other/describe below
E					☐ Dead ☐ Diseased	☐ Hazardous ☐ Nuisance
DESCRIBE REASON FOR REMOVAL:						

SUBMITTAL INFORMATION. See staff to determine which requirements apply.	
<input type="checkbox"/> SCALE DRAWING IDENTIFY TREE BY LOCATION KEY ABOVE	<input type="checkbox"/> VICINITY MAP WITH NORTH ARROW
<input type="checkbox"/> PHOTOGRAPH OF TREE(S)	<input type="checkbox"/> OTHER

PROPERTY OWNER'S CONSENT READ BEFORE SIGNING ✳	I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.
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APPLICANT'S SIGNATURE:	DATE:			
OFFICE USE	Received by:	Date:	Fee Received \$:	Receipt Number:
REVIEW REQUIRED	<input type="checkbox"/> Exempt	<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Envir. Review	<input type="checkbox"/> Other (Describe)
APPROVAL	Planning Approval by:	Date Approved:	Public Works review by:	Date reviewed: