



CITY OF CALISTOGA

PLANNING & BUILDING DEPARTMENT

Planning Division

1232 Washington Street, Calistoga, CA 94515
(707) 942-2763 | planning@calistogaca.gov | calistogaca.gov

TREE REMOVAL / DISTURBANCE PERMIT APPLICATION AND SUBMITTAL CHECKLIST

Use this stand-alone form for work that may remove, damage, or disturb a protected tree or its root protection zone. Read the Tree Permit Information Guide before filing. Do not begin work until the City issues all required permits.

Quick screen. Protected trees include any tree over 12 inches DBH; a native oak over 6 inches DBH; every Valley oak, including seedlings and saplings; a designated heritage/landmark tree; and a tree containing an active nest of a fully protected bird species. When uncertain, contact the City before disturbing the tree or root zone.

CITY USE ONLY

Permit no.:	Date received:	Fee/deposit:	Staff:
Complete date:	Inspection date:	Decision date:	Outcome:

PROPERTY & APPLICANT INFORMATION

Property address: (Location of Removal)	Assessor's Parcel Number:
Applicant name:	Applicant is: ☐ Owner ☐ Agent ☐ Contractor
Applicant mailing address:	
Phone:	Email:
Contractor License #:	City Business License #:
Property owner name:	Owner is: ☐ Same as applicant ☐ Different
Owner mailing address:	
Phone	Email:

PERMIT REQUEST

Request: ☐ Remove ☐ Prune ☐ Root/grade work ☐ Other	Tree(s) marked on site: ☐ Yes ☐ No
Related City application/permit no.:	Public right-of-way affected: ☐ Yes ☐ No
Total trees on parcel:	Protected trees proposed to remain:
Begin Date:	End Date:

Approval basis claimed: ☐ Authorized by law ☐ Hazardous/dead/diseased ☐ Orchard/tree farm ☐ Economic hardship

Describe the proposed work, why it is necessary, and alternatives considered:



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TREE INVENTORY

Assign each tree a number and use the same number on the site plan and photographs. Attach a continuation sheet for additional trees.
*DBH is measured 54 inches above grade on the high side; add all trunk diameters for a multitrun tree.

TREE	SPECIES	DBH*	DRIPLINE	CONDITION	WORK / REASON

SUBMITTAL CHECKLIST

Submit every applicable item. The City may request additional technical information reasonably needed to evaluate the application. General drawing conventions in the Planning Submittal Guide apply where relevant.

REQUIRED WITH EVERY APPLICATION

- ☐ Completed application, including the tree inventory, approval basis, applicant certification, and written property-owner authorization.
- ☐ Tree Removal/Disturbance Permit fee of \$42.86.
- ☐ Site plan showing property lines, streets and rights-of-way, structures, topography and proposed grade changes; all protected trees and root protection zones within 20 feet of activity; each tree number, species, DBH, dripline and condition; proposed access, staging and work areas; and the location, species and size of proposed replacement trees.
- ☐ Clear color photographs showing each numbered tree in full, the trunk/base, visible defects or damage, and the tree's relationship to nearby improvements.
- ☐ Supporting statement and documents explaining why the requested work meets at least one permit-issuance ground.

WHEN APPLICABLE

- ☐ Arborist information or report when tree health, disease, structural condition, risk, root impacts, pruning, or protection measures require professional evaluation. The City may retain an arborist at the applicant's expense.
- ☐ Tree Protection Plan for a discretionary project, development application, building/grading permit, or other activity affecting protected trees. The plan must cover fencing, access, excavation, grading, utilities, storage, irrigation, drainage and monitoring, as applicable.
- ☐ City Council authorization when removal of a designated heritage/landmark tree is proposed.
- ☐ Replacement-tree or restoration information requested by the City, including planting locations, species, size, irrigation and establishment measures. If tree mitigation is required, the mitigation fee is \$294.66 plus staff time.
- ☐ Public Works Encroachment Permit Application and supporting materials, if Public Works determines the tree work will occupy or affect the public right-of-way. Planning will refer any "Yes" response on page 1; the same site plan may be used for both permits.

APPLICANT CERTIFICATION AND OWNER AUTHORIZATION

I certify that the submitted information is true and complete to the best of my knowledge. I understand that approval is discretionary, may include conditions, does not replace other required permits, and expires 30 days after issuance unless extended in writing. I authorize reasonable City access for review and inspection. The property owner authorizes this application and the proposed work.

Applicant signature:	Date:
Property owner signature:	Date: