



TREE REMOVAL & PRUNING PERMIT APPLICATION

An approved Tree Removal & Pruning Permit is required prior to the removal or pruning of any protected species. For questions, please contact the Planning Division: (408) 778-6480 or by email planning@morganhill.ca.gov

STEP 1: REQUIRED PERMIT APPLICATION MATERIALS

- ☐ **Arborist Report** from a Certified Tree Professional: include replacement tree recommendations.
- ☐ **Site Plan** (does not need to be drawn by professional): include property lines, tree locations, structures, utilities, sidewalk, trees, etc. An aerial image of the property can help show these items.
- ☐ **Photographs of the tree(s)** requested for removal or pruning .
- ☐ **Payment of permit fees** (current fee = \$153.60 for first three (3) trees).

STEP 2: LIST TREE INFORMATION BELOW

TREE SPECIES	REMOVE	PRUNE (removal of >25% of canopy)	DBH	HEIGHT	LOCATION (front, back, side yard)	REQUEST REASON (dead, diseased, hazardous, etc.)
1.	☐	☐				
2.	☐	☐				
3.	☐	☐				

Protected trees include:

- Native species with a trunk DBH of 6" or greater (18" in circumference).
- Other nonnative trees with a DBH of 13" or greater (41" in circumference).
- Any street tree located on a public street landscape strip or within 5 feet of sidewalk.
- Trunk DBH is measured at 4 ½ feet from the ground.
- Each tree removed requires a replacement tree of native species on a more suitable location.

REPLACEMENT TREE(s) – native species, minimum 15-gallon required:

Species: _____

Location to be planted on property: _____

STEP 3: PROPERTY OWNER / APPLICANT INFORMATION

AGENT OF THE OWNER MUST ATTACH A LETTER OF AUTHORIZATION FROM THE LEGAL OWNER

PROPERTY OWNER INFORMATION

Property Owner:	
Phone:	Email:
Property Address (where tree is located):	
Owner Mailing Address (if different from above):	

ACKNOWLEDGEMENTS (initials and signatures required)

__ I hereby acknowledge that I am familiar with the Morgan Hill Significant Tree Ordinance (Chapter 12.32 of the Municipal Code). I hereby grant access to my property to the City staff to gain information that applies to this permit.

__ I hereby acknowledge that I will properly post the Public Notice for Tree Removal Permit, as required, and agree to leave this notice up for ten (10) consecutive days. The notice will be provided by staff after review of the submitted application. The notice shall be posted in at least two conspicuous locations clearly visible to the public on or close to the property affected. No action shall be taken upon any application until the applicant has filed the affidavit and provided photos that such posting has been done.

__ Permittee agrees to hold harmless the City of Morgan Hill, its officers, agents, and employees from any liability or claims for damages on account of injury to any person, loss of life, or damages to property caused by or arising out of the activities authorized by this permit.

__ I understand that a replacement tree is required to be planted within 3 months from date of permit approval.

X _____

Signature of Property Owner

Date Submitted

APPLICANT INFORMATION

Applicant Name:	
Phone:	Email:
Property Address (where tree is located):	
Applicant Mailing Address:	

X _____

Signature of Applicant (acting on behalf of Owner)

Date Submitted