



CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

CHECKLIST FOR TREE REMOVAL APPLICATION

This packet contains filing forms and instructions for completing a tree removal application. Some tree removals can be obtained from staff, such as immediate approval of any dead or diseased tree. Other tree removal may be forwarded to the Planning Commission for approval, such as where multiple tree removal of healthy trees is requested. In such cases, an arborist report would be required with application submittal. The following ordinance should be reviewed for standards associated with tree removal:

1. [Ordinance 2004-09 - Tree Preservation](#)

PROCESS: Once a complete tree application has been submitted, it will be reviewed by the City Planner and either the City Engineer or the Director of Public Works. Any staff approval requires two staff signatures. This review can take approximately 7 to 10 days but we strive to process all applications as quickly as possible.

If it is agreed by staff that the Planning Commission should review the request, then the matter will be placed on the next available meeting. The Planning Commission meets on the 3rd Thursday of each month at 1:30 p.m. at City Hall. The applicant or their representative **MUST** be present to discuss the application at this meeting. Once approval has been obtained, the tree removal can occur. Any tree company removing the trees will be required to have a current Business License on file with Nevada City. Staff can provide the Business License form and can assist in determining if the company has a current license.

Any decision has a 15-day appeal period from the date of approval. Unless immediate approval has been given by staff, then any tree removal should be scheduled after this appeal period.

Mitigation measures may be applied to offset any tree removal. Examples of mitigation measures could be replacement of trees, or payment of an "in-lieu" fee to the established City's "Tree Preservation Fund." This is a restricted fund that is to be used for tree-related activities such as the purchase of trees, planting activities, preservation and care of trees, and education about trees in the City.

Checklist for application submittal: Please include the following items as applicable:

1. **Tree removal application, signed by owner.** If signed by a representative, include a letter of authorization from the property owner(s). Agent authorization letter template is available on the City website under the Planning Dept. page, under [Forms & Applications](#)
2. **Payment of filing fee** (see current Master Fee Schedule for current rate, available on the city's [Finance page](#)). The fee also depends on whether the permit will be approved at staff level, approved by Planning Commission, or if the tree(s) are determined to be clearly dead or dying.
3. **Photograph(s) of trees to be removed.** (Using a digital camera and emailing or printing pictures on 8.5" x 11" paper is acceptable.)
4. **Site plan** indicating location of tree(s) on property, and location of structures, driveway and road.
5. **Valid Business License** on file for the company performing tree work.



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OFFICE USE ONLY		
Filing Fees		
Check	Cash	Online
Bus. Lic.		BL Exp.

TREE REMOVAL APPLICATION

A City permit is required for removal of any tree with a cumulative diameter at breast height (cbd) of 4" or greater (Madrone, Manzanita, Oak); or 6" or greater (all other trees). An arborist's report may also be required. See Ordinance 2004-09 (City Code, Ch 18) for criteria.

NOTE: An administrative fee must be paid when the application is submitted. All applications must include photographs of the tree(s) to be removed and a site plan showing the location of all trees to be removed and approximate locations of any roads and structures.

Street Address/Location: _____ APN #: _____

Owner/Representative: _____ Phone #: _____

Mailing Address: _____

Email Address: _____

Company performing tree work: _____

Identify and describe tree(s) to be removed and state reason(s). Use additional pages if necessary.

<u>Number</u>	<u>Diameter</u>	<u>Species</u>	<u>Reason for removal (See§ 18.01.035)</u>
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Property Owner's Signature: _____ Date: _____

*****Office Use Only*****

Permit Date: _____ Expiration Date: _____

Remarks (Mitigation/Protection Measures): _____

Approved by:

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Name/Title Date

Name/Title Date