



Department of Public Works  
Parks Division  
26 Corte Madera Avenue  
Mill Valley, CA 94941

# APPLICATION FOR PLANTING, PRUNING, AND REMOVAL OF PUBLIC TREES

|      |                                                                                                 |
|------|-------------------------------------------------------------------------------------------------|
| FEES | \$319.35 total fee for trim, brace, or alteration*                                              |
|      | \$537.16 total fee removal of any tree under 20" in diameter                                    |
|      | \$1,386.95 total fee removal of any tree over 20" in diameter, requires Tree Committee Approval |
|      | \$0 total fee for review of proposed / new replacement tree planting                            |

\*Encroachment permit fees will be waived for trimming of trees and shrubs.

Property Owner or Representative: \_\_\_\_\_

Resident Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of trees: \_\_\_\_\_

Tree species: \_\_\_\_\_ Diameter (DBH): \_\_\_\_\_

Description and reason of work to be performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner or Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ CA Contactor License # \_\_\_\_\_

PLEASE ATTACH CERTIFICATES OF INSURANCE. MUST HAVE CITY OF MILL VALLEY BUSINESS LICENSE.

If trees are in tree wells in the sidewalk, OR within 5' of the road, OR if the tree root zone extends under the sidewalk or street, an encroachment permit is also required.

Please apply here: <https://www.cityofmillvalley.gov/255/Encroachment-Permits>

APPROVED PERMITS ARE ONLY VALID ONCE TREE WORK SCHEDULE IS PROVIDED TO THE  
DEPARTMENT OF PUBLIC WORKS - PARKS DIVISION, CARE OF:

**Nathan Durán, Parks Supervisor**

**nduran@cityofmillvalley.gov | (415) 388-4242**

☐ APPROVED BY DPW SUPERVISOR

☐ DENIED BY DPW SUPERVISOR

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Conditions:

## Mill Valley Municipal Code

### 12.04.040 Planting, Care and Removal of Public Trees and Shrubs

**A. Permit Required.** No person, except City employees working under supervision of the Department of Public Works and in accordance with this chapter, shall plant, remove, replace, trim, brace, or in any manner alter or destroy public trees and shrubs without first obtaining a permit as hereinafter set forth. Provided, however, that public utility companies rendering service within the City of Mill Valley shall be authorized in cases of immediate emergency to cut, remove, or trim any tree or shrub so far as may be necessary to protect the physical property of such public utility company from injury, or to prevent any disruption of service which the company provides.

**B. Permits.** Any person who desires to plant, remove, replace, trim, brace, or in any manner alter public trees and shrubs, shall file an application for a permit with the Department of Public Works, except where an exemption applies under subsection F of this section. The application shall be accompanied by the appropriate filing fee as established by resolution of the City Council. All work to be done under the permit shall be done at the applicant's expense. The Department of Public Works shall be notified 48 hours in advance of commencement of work.

**C. Public Notice.** The City shall provide public notice when considering authorization for the removal of any public tree over 20 inches in diameter, measured four feet above the ground; or for any tree that, in the opinion of the Department of Public Works, may have significant value to the neighborhood and/or community. Such notice shall be posted on or near the tree 10 days prior to the ruling and shall be mailed to the owners of the property (as identified on the latest equalized assessment roll) within 300 feet of the tree.

The notice shall contain:

1. A brief description of the tree to be removed and its location.
2. The address where copies of the permit application are to be available for public review.
3. Methods of public response.
4. Date the decision will be made and where the decision results may be obtained.

**D. Standard of Issuance.** The Department of Public Works shall consider the history of the tree or types of trees when making a decision regarding the permit for tree removal. In the instance of the tree being in excess of 20 inches in diameter, the decision will be made by the Tree Committee. Removals shall be allowed when characteristics of a tree are so undesirable that the negative factors clearly outweigh any positive effects to the community that would result if the tree were retained. The permit may contain reasonable conditions including, but not limited to, provisions for the replacement of such trees, initial maintenance of such replacement trees, protection of the traveling public and road improvements, and a fee to be paid to defray the cost of any necessary inspections.

**E. Appeals.** Decisions of the Department of Public Works or Tree Committee regarding permits may be appealed to the Parks and Recreation Commission within 15 days of the decision to approve or deny the permit. No tree shall be removed prior to the expiration of this appeal period. The appeal will be heard at a regularly scheduled Commission meeting. The applicant and any other interested parties shall have the right to attend and be heard. The appeal shall be conducted by the Commission, which may affirm, modify, or reverse the prior action. The decision of the Parks and Recreation Commission shall be final.

**F. Exemptions.** Modifications to public planting areas proposed as part of a development review application subject to regulations set forth in Chapter 20.66 or the removal of a public heritage tree are exempt from this chapter and shall be subject to regulations as set forth in Chapter 20.67. Such proposals shall include written documentation as per Section 20.67.040 for review and comment by the Department of Public Works as part of the development review and approval process outlined in Chapter 20.67. No tree or vegetation removal work shall be performed by any licensee in the public right-of-way before all approvals are granted and executed, including but not limited to tree removal permits, encroachment permits, grading permits, right-of-way agreements, or landscape maintenance agreements.