



TREE REMOVAL/ALTERATION PERMIT (PRIVATE PROPERTY)

WHEN REQUIRED

The City regulates the removal or alteration of trees to preserve scenic beauty, maintain property values, minimize erosion problems, and maintain the attractiveness of the Novato area.

A tree removal/alteration permit is required on private property to:

1. Remove a tree more than 6 inches in diameter (19 inches in circumference) located on vacant land or properties other than developed single-family lots; or
2. Remove, trim, prune, or alter a heritage tree. A heritage tree has a diameter of 24 inches or more (circumference of 75 inches or more) measured 24 inches above existing grade.

APPLICATION

The submittal requirements for a tree removal/ alteration permit are listed on the reverse of this page. Incomplete applications are often the major cause of delays in processing. Please submit each of the items listed, but please call the Community Development Department if you have any questions. A Planner will be assigned to review the application for completeness. This determination is usually made within two weeks.

ACTION

When it has been determined that a complete application has been submitted, it will be reviewed by the assigned staff member for compliance with the tree provisions of the Municipal Code. For heritage tree applications, public notices will be mailed to surrounding property owners ten days prior to action. Staff, under the direction of the Community Development Director, will evaluate the application and any public comments received, and will act to approve, approve with conditions, or deny the application.

RESULT

The action on the application is final unless appealed in writing within ten calendar days to the City Council. (See Fee Schedule for appeal fee.)

No work to remove or alter a heritage tree may take place until the ten-day appeal period has expired.

TREE REMOVAL/ALTERATION PERMIT - SUBMITTAL REQUIREMENTS

In order to file an application for a tree removal/alteration permit, you must submit the items listed below.

1. A completed application for Zoning/Planning action.
2. Two copies of a site plan, scaled and drawn to accurately and clearly show:
 - a. All property lines (with distances);
 - b. Location of existing structures and distances from nearest property lines (measured perpendicular to property lines);
 - c. Location of trees to be removed, measured from at least two prominent points of reference.
3. A list of all trees to be removed indicating type (by common and/or botanical name), trunk circumference taken at a point 24 inches above existing grade.
4. A statement setting forth the reasons for removing the tree(s).
5. In the case of heritage tree alterations or removal, photographs of the tree must be submitted.
6. If tree health is cited as a reason for removal, a qualified professional must state the nature and implication of such condition, including possible dangers imposed by retention.
7. Where a thinning program or removal of some trees from a group is proposed, a program for marking the trees to be removed so as not to confuse them with the trees that are to remain must be specified.
8. If any grading is involved in the tree removal program, then a grading plan (with contours and cut and fill slopes shown) and a drainage plan indicating resulting drainage courses must be submitted.
9. Description and plan for replacement planting, if applicable.
10. Any additional information determined necessary by the Director to conduct a review and analysis.
11. Filing Fee (see Fee Schedule).

For further information, please contact the City of Novato Department of Community Development at:

- 75 Rowland Way, #200, Novato, CA 94945-5054
- (415) 899-8989
- www.ci.novato.ca.us