



City of Benicia
 Parks and Community Services Department
 370 East L Street Benicia, CA 94510
 Phone: (707) 746-4285



TREE REMOVAL PERMIT APPLICATION

Date: _____

Permit no. _____

As described in the Tree & Street Trees Ordinance, Section 12.24 of the Benicia Municipal Code, a Tree Removal Permit is required if the tree is deemed a protected tree (see list below). Unauthorized removal of a mature tree is unlawful; each violation is punishable as a misdemeanor.

The following trees are protected by the City:

1. All city property trees over 8 inches in diameter (as measured 48 inches above soil level).
2. Street trees over 8 inches in diameter.
3. All heritage trees.
4. All designated protected trees (trees on property for new construction)
5. All other trees over 12 inches in diameter; fruit trees at 18 inches in diameter
6. California native trees – The following native species, which have a trunk diameter of 8 inches (25 inch circumference) are protected:
 - a. Blue oak (*Quercus douglasii*)
 - b. Live oak (*Quercus agrifolia*)
 - c. Valley/white oak (*Quercus lobata*)
 - d. Willow (*Salix*)
 - e. Buckeye (*Aesculus californica*)
 - f. Box elder (*Acer negundo*)
 - g. California Bay (*Umbellularia californica*)
 - h. Black walnut (*Juglans hindsii*)

Notice: A tree removal request is a three-step process.

1. Fill out the 2-page application and pay a processing fee.
2. A City Arborist will make a site observation of the proposed removal.
3. Tree removal will only be authorized if the selected tree(s) meet the specified criteria codified in the “City of Benicia Tree Preservation Standards of Review.”
4. The applicant will be notified with the status of the permit and conditions of approval, if any, such as a tree replacement fee. The application can be picked up at the Department or mailed back to the applicant.

Property Owner’s Name: _____ **Daytime Phone#:** _____

Address of Tree Location: _____

Check all that apply:

Non-Residential Property: Residential Property: Single Family Residence:

Property Owner’s Address (if different): _____

I request to be contacted when arborist is scheduled

Name of Tree Service Company to Perform Work: _____

Benicia Business License #: _____ Certified Arborist #: _____

Explanation For Not Using a Tree Service Company and/or Lack of Certified Arborist:

Tree Type(s): _____

Description of Tree Location: i.e. (front yard, back yard, in front of fence line, etc.):

Reason For Removal: _____

Please attach all supporting documentation to permit application, i.e. photographs, receipts of damage, cost estimates of damage, costs to mitigate damage, etc. Please note, failure to provide supporting documentation will limit the City Arborist's ability to fully evaluate your request and may lead to denial of your request due to insufficient information. Initial Here: _____

Permittee shall defend, indemnify and hold harmless the City of Benicia or its agents, officers, and employees from any claim, actions or proceeding of whatsoever kind or nature against the City of Benicia or its agents, officers arising out of or in any way related to the tree activity which is the subject of this permit.

I acknowledge that I have read and understand the City of Benicia Guidelines for Tree Removal. I have also read and agree to comply with all instructions and conditions as listed herein.

Signature of Owner or Authorized Representative

Date

Internal Use Only

Process Fee: _____

Tree Replacement Fee: _____

Cash:

Check : #

Visa/MC:

Date: _____ Initials: _____

Street Tree Sign Issued: Date to Return Sign: _____ Date Sign Returned: _____