



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



## **TREE TRIMMING PERMIT APPLICATION**

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

Permit no. \_\_\_\_\_

As described in the Tree & Street Trees Ordinance, Section 12.24 of the Benicia Municipal Code, a permit is required when altering or trimming a tree that is classified as a street tree, heritage tree or designated protected tree. A permit is not required to trim branches on said trees that are less than 3 inches in diameter.

In accordance with the above Ordinance, a permit for tree trimming is required prior to the commencement of work. This permit is valid only for the location(s) listed. Unless otherwise stated, all trimming must be done in strict adherence to the guidelines listed on the reverse of this form.

**Property Owner's Name:** \_\_\_\_\_

**Property Owner's Address (if different):** \_\_\_\_\_

**Site Address or Tree Location:** \_\_\_\_\_

**Tree Type(s):** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Does the current condition of the tree(s) deem this application urgent? Explain in detail what constitutes this situation an emergency:**

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

**Description of work to be performed:**

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

**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:**

\_\_\_\_\_

\_\_\_\_\_

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 Trimming. I have also read and agree to comply with all instructions and conditions as listed herein.

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

**TREE TRIMMING GUIDELINES**

1. Tree topping shall not be allowed. If the City deems height reduction necessary, drop crotch pruning may be allowed.
2. NO MORE than 25% of the total leaf or limb material should be removed at any one time or within any 12-month period.
3. Heading or stubbing cuts are not allowed. "Lion tailing" should be avoided, especially on older trees. All thinning cuts should be removed entirely to an appropriate lateral or main branch. Exceptions to this rule must be noted on the front of the application.
4. Deciduous or coniferous trees should be trimmed during the dormant winter season.
5. Trees should be trimmed to retain or enhance the natural appearance, size, and shape of the tree. Except in cases of pollarding, topiary or espalier, trees shall not be trimmed to create lopsided, sculptured, or void areas to enhance views, signage, or unusual effects unless specifically noted otherwise on the permit.
6. To minimize tree stress, multiple light trimmings are preferable to infrequent heavy pruning.
7. Thinning cuts should be made just outside the branch bark collar. Care should be taken to avoid flush cuts, as the tree will take longer to heal over and compartmentalize the wound.
8. Coniferous limbs marked for trimming should be removed entirely back to the main trunk or major limb of attachment (just outside the branch bark collar).
9. The property owner or his authorized representative takes full responsibility for strictly adhering to all tree-trimming guidelines and instructions.