



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*)

Review Process:

1. Fill out the 2-page application, submit any supporting documentation, and pay any processing fee.
2. Place signs on all trees proposed for removal. The signs must remain on the tree(s) for 7-days.
3. A City Arborist will conduct a limited visual inspection of the tree(s) proposed for removal. Each tree will be evaluated individually to determine whether or not it meets the guidelines for removal according to the “City of Benicia Tree Preservation Standards of Review.”
4. Trees that are proposed for removal in the Downtown Historic Conservation District must also be reviewed by the Community Development Department.
5. The applicant will be notified in writing of the status of the permit and conditions of approval, if any. The application can be picked up at the Department or mailed back to the applicant.
6. Tree Removal Permits are valid for 6-months following the date of the approval letter.

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

Property Owner’s Mailing Address: _____

Address of Tree Location (if different): _____

Check all that apply: Non-Residential Property: Residential Property:

Is the tree located within the Downtown Historic Conservation District? Yes No

I request to be notified when the arborist is scheduled to inspect the tree(s). Yes No

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:

A separate Encroachment Permit may be required if any portion of the work will be performed in the public right-of-way. Information regarding encroachment permits is available from the Engineering Division located at 250 East L Street Benicia, CA 94510 or by calling (707) 746-4240.

Number of Tree(s): _____ Tree Type(s): _____

Description of Tree Location: i.e. (front yard, back yard, etc.)(attach a map for larger sites):

Is/are the tree(s) being removed as part of a larger project that may require a grading permit or approval from the Planning Department? Yes No

Reason(s) for Removal (attach separate sheets if necessary): _____

Please attach all supporting documentation to permit application, i.e. photographs, receipts of damage, cost estimates for repair 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: _____

Referred to CDD for review: _____

Reviewed by: _____

Approved Denied

Approval Letter Date: _____

(permits are valid six months from the approval letter date)