



Planning & Building Department

3675 Mt. Diablo Boulevard, Suite 210

Lafayette, CA 94549

Tel. (925) 284-1976

<http://www.ci.lafayette.ca.us>

TREE PERMIT APPLICATION INSTRUCTIONS

Tree Removal Permits are classified as either a Category I, for protected tree(s) not associated with a development application, or a Category II, for protected tree(s) on a property associated with a development application. No person may remove a protected tree without a Category I or Category II permit under section 6-1706 or 6-1707.

A signed copy of this checklist is required, with each box checked, affirming submittal of each required item. The application will not be accepted for processing unless all pertinent information listed in this checklist is provided. The reason for absence of any of the required items must be acknowledged and substantiated in writing to the satisfaction of the Planning and Building Department Director, as not being pertinent to the application or the application will not be accepted.

All site plans or topographical surveys must be clearly and legibly drawn to scale, using a standard architect's or engineer's scale. All plans or surveys must contain the name of the project owner/proponent and name of engineer, architect, or owner's representative, site address, and assessor's parcel number (or name of subdivision and lot number). All plans or surveys must contain a north arrow, scale, graphic (bar) scale, and unique sheet number. All plans or surveys shall be dated; all revised sets shall include revision date, and revised portions shall be clearly identified.

For all tree removal applications, **please submit a digital version of all application materials, as outlined in the Submittal Requirements Checklist to the Planning and Building Department at planner@lovelafayette.org**. Once Planning Department staff has reviewed the application (within 30 days), the applicant will be notified of any necessary alterations to the plans, any additional submittals required, and the number and size of any additional set of plans required for the review process.

Tree Permit – Instructions

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TREE PERMIT APPLICATION SUBMITTAL REQUIREMENTS

This checklist is intended to cover all types of development, large and small. Not all items may be applicable for the scope of your development, in which case check the N/A box. Please check all items and indicate the sheet number(s) where prompted. An applicant may obtain preliminary review from a planner during Planning Counter Hours.¹ The Planning & Building Department will ultimately determine the level of detail needed to process your application once it has been submitted and is being processed. Hyperlinks are provided for the applicable handouts referenced in this document; however are also available on the City's website, www.lovelafayette.org, or at the City offices. **A digital copy of all submittal requirements should be submitted to the Planning Department at planner@lovelafayette.org.**

GENERAL SUBMITTAL REQUIREMENTS

YES N/A

- 1. APPLICATION FORMS**
- a. Standard application form.
 - b. Brief description of the scope of work.
 - c. Checklist completed and signed by the preparer with each box checked acknowledging submittal of the required item(s) and listing the corresponding sheet number(s).
 - d. Agreement to Pay for City Services, completed and signed.
 - e. Processing fee(s): credit card (Visa/MasterCard/Discover) or check (payable to City of Lafayette). Please call the Planning Department at (925) 284-1976 to make a payment over the phone, after submitting a digital version of your application requirements.
- 2. SUPPLEMENTAL INFORMATION** (as deemed appropriate by the Planning & Building Director)
- a. Arborist report concerning the health and quality of the tree(s) and possible alternative actions.
 - b. Photographs showing the tree(s) and its context (terrain, nearby structures, surrounding trees and vegetation, etc.)

CATEGORY I REQUIREMENTS

YES N/A

- 3. NARRATIVE**
- Submit a letter justifying permit request and response to the following topics:
- a. Health, condition, and form of the tree(s) to be removed;
 - b. Number, size, and location of tree(s) to remain in the area;
 - c. Relationship of the property to riparian corridors, a scenic or biological resource area, and/or a restricted ridgeline area;
 - d. Role of the tree(s) in a grove or woodland habitat;
 - e. Value of the tree(s) to the neighborhood in terms of visual effect, wind screening, and privacy;

¹ Monday through Friday between 12 p.m. and 5 p.m.; no appointment necessary

YES N/A

- f. Damage caused by the tree to utilities, streets, sidewalks, and/or existing private structures or improvements;
- g. Role of the tree(s) in mitigating damage, erosion, and/or geological stability impacts; and
- h. Health and condition of the area within the protected perimeter.

4. SITE PLAN

- a. Property and zoning information, including:
 - i. Property lines, dimensioned.
 - ii. Setbacks (front, side, and rear), dashed.
 - iii. Sewage disposal and public utilities.
 - iv. Recorded easements (utility, drainage, access, etc.), labeled.
 - v. Total and net ² parcel square footage.
- b. Building site(s) and footprint(s)
 - i. Existing and proposed structures with dimensions to property lines.
 - ii. Changes or additions to existing structures shown as hatched, shaded or otherwise highlighted.
- c. Parking and circulation
 - i. Location, dimensions, and quantity of existing and proposed covered and uncovered parking facilities.³
 - ii. Circulation plans for each vehicular and pedestrian way.
 - iii. Fire District turnarounds (such as the shunt, t-turn, or circle), road width, slope, and vertical clearance shall be overlaid or highlighted on the circulation plans.
- d. Impervious surface, existing and proposed
 - i. Include a table calculating the square footage, including building footprint, driveway, patios, walkways, pools, etc.
 - ii. Shade or hatch changes and additions
- e. Structures - existing and proposed fences and retaining walls
 - i. Label top-of-wall (TW) and bottom of wall (BW) spot elevations
 - ii. Shade or hatch changes and additions
- f. Existing trees - show all trees $\geq 4''$ in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at base of trunk
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"

CATEGORY II REQUIREMENTS

YES N/A

5. NARRATIVE

Submit a letter justifying permit request and addressing the following topics, in addition to the eight topics required for Category I:

- a. Necessity for the tree(s) pruning or removal in order to construct a required improvement on public property or within a public right-of-way or to construct an improvement that allows reasonable economic enjoyment of private property;
- b. Extent to which a proposed improvement may be modified to preserve and maintain a

² Excludes the area within vehicular rights-of-way and vehicular easements

³ Parking space minimum dimensions are 10' by 20' per space

YES N/A

protected tree(s); and

- c. Extent to which a proposed change in the existing grade within the protected perimeter may be modified to preserve and maintain a protected tree.

6. ARBORIST REPORT

Submit an arborist report consistent with the guidelines by the American Society of Consulting Arborists containing the following information:

- a. Description of the tree’s location, genus, species, diameter, and drip line;
- b. Health and condition of the tree(s), including existing hazards to the tree(s);
- c. Evaluation of preservation potential based on the tree’s existing condition and in relation to any potential development; and
- d. Recommendations for protection and preservation techniques and requirements, including restorative or other remedial actions that might be feasible to maintain and improve the tree(s) health or assure survival.

7. OTHER AGENCIES

Evidence of compliance with the requirements or responsible agencies for the removal of a protected tree if applicable.

8. SITE PLAN

Submit a site plan that complies with the submittal requirements outlined in Item #4. Identify the trunk location, diameter, species, and drip line of each protected tree within 50-feet of any proposed construction on the subject property and adjacent properties and indicating which protected tree(s) is proposed to be pruned or removed. For development applications that require a survey by a licensed surveyor or engineer, a field-verified topographical survey showing the trunk location, elevation at the base, diameter, species, and accurate drip line of each protected tree within 100-feet of any proposed construction on the subject property and adjacent properties, and a table that identifies each protected tree, its diameter and species, and whether the tree is proposed to be pruned or removed.

Applicant's Signature _____

Date: _____

I acknowledge that I have read the instructions on applying for a tree removal permit, and have submitted at least the minimum submittal requirements to the Planning Department Staff. I agree to submit more materials regarding my application, if requested to do so.

Tree Permit – Submittal Requirements

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STANDARD APPLICATION FORM

PROJECT INFORMATION																													
Project Address / Location				Assessor's Parcel Number (APN)			Zoning District		Flood Zone																				
General Plan Designation		Parcel Size (sq.ft.)		Grading: Cut (cu.yds.)			Grading: Fill (cu.yds.)																						
Existing Gross Floor Area (sq.ft.)		Existing Building Footprint (sq.ft.)		Existing Impervious Surface (sq.ft.)			Existing # Parking Spaces (sq.ft.)																						
Proposed Gross Floor Area (sq.ft.)		Proposed Building Footprint (sq.ft.)		Proposed Impervious Surface (sq.ft.)			Proposed # Parking Spaces (sq.ft.)																						
Existing Land Use <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Vacant <input type="checkbox"/> Other (specify) _____																													
Proposed Land Use <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Vacant <input type="checkbox"/> Other (specify) _____																													
APPLICANT INFORMATION					OWNER INFORMATION																								
Applicant Name					Owner Name																								
Applicant Address					Owner Address																								
City			State	Zip	City			State	Zip																				
Phone () -		Fax () -			Phone () -		Fax () -																						
Cell () -		Email (for official use only)			Cell () -		Email (for official use only)																						
CHECK ALL APPLICABLE REQUESTS																													
<input type="checkbox"/> 15-Degree Declination Exception	<input type="checkbox"/> Land Use Permit	<input type="checkbox"/> Second Unit Permit	<input type="checkbox"/> Address Assignment / Change	<input type="checkbox"/> Lot Line Revision	<input type="checkbox"/> Senior Housing Permit	<input type="checkbox"/> Appeal (App. # _____)	<input type="checkbox"/> Major Subdivision / Tract (≥ 5 lots)	<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Minor Subdivision (4 lots or fewer)	<input type="checkbox"/> Study Session	<input type="checkbox"/> Change of Conditions	<input type="checkbox"/> Public Art Permit	<input type="checkbox"/> Temporary Land Use Permit	<input type="checkbox"/> Design Review	<input type="checkbox"/> Reasonable Accommodation	<input type="checkbox"/> Tree Removal Permit	<input type="checkbox"/> Family Day Care	<input type="checkbox"/> Reconsideration (App. # _____)	<input type="checkbox"/> Variance / Exception	<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Re-Zone Property	<input type="checkbox"/> Wireless Communications Facilities Permit	<input type="checkbox"/> Grading Permit (≥ 50 cu. yds.)	<input type="checkbox"/> Ridgeline Setback Exception	<input type="checkbox"/> Zoning Text Amendment	<input type="checkbox"/> Hillside Development Permit	<input type="checkbox"/> Right-of-Way Abandonment	<input type="checkbox"/> Other _____
OWNER / AGENT STATEMENT																													
<p>Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.</p>																													
					<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <hr style="border: 0.5px solid black;"/> Signature and Date																								

Standard Application Form

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**City of Lafayette
Planning & Building Department**

AGREEMENT TO PAY FOR CITY SERVICES

Complete and submit this form with the development application.

In consideration for the City providing the services described in this Agreement, the undersigned agrees as follows:

1. The City services requested relate to development application number _____, property in the City of Lafayette located at _____, assessor's parcel number _____.
2. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. I agree to pay for the additional charges imposed by the City for staff time spent processing the application based upon an hourly rate established by resolution of the City Council. These services include but are not limited to City staff time spent for engineering and other City administrative services regarding the application. In addition, I agree to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering and environmental services.
3. The City will bill for the services performed under this Agreement upon a monthly or other periodic basis. If at any time the balance due exceeds \$500.00, the City may cease processing the application, prepare a recommendation for taking action on the application and present the application to the appropriate hearing body for final action.
4. The development application account will remain open until it is paid in full. Final payment in full is due as follows:
 - a. In the case of a subdivision, upon release of the final improvement bond or when conditions of approval are satisfied, which ever is later in time;
 - b. In the case of all other applications, when the City authorizes Contra Costa County to issue final building inspection clearance or when work for which a permit is issued is completed;
 - c. If an application is denied, upon expiration of the appeal period or upon a final decision on appeal;
 - d. If an application is withdrawn, when all remaining staff work on the application is completed;
 - e. Upon the expiration of 12 consecutive months during which there was no activity on the application.
5. The undersigned is responsible for the payment of the costs and charges involved with the application even though the property or project is sold or assigned to another party. If the undersigned desires to transfer payment responsibility to another, it is the undersigned's responsibility to have this Agreement replaced by a new agreement with the responsible party. Any outstanding balance must be paid before the City will accept a replacement agreement.
6. The undersigned agrees to advise the City in writing of any change to their billing address and represents that (s)he is the party responsible for payment of the costs or any other obligations incurred under this Agreement.
7. The undersigned agrees to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application or Agreement. In the event the City becomes aware of any such Actions, the City shall promptly notify the undersigned and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the undersigned shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

PRINT NAME: _____

TELEPHONE: _____

MAILING ADDRESS: _____

SIGNATURE: _____

CITY, STATE, ZIP: _____

DATE _____

NOTE: THIS DOCUMENT IS NOT TRANSFERABLE • ORIGINAL TO FINANCE • COPY TO APPLICANT • COPY TO APPLICATION FILE

APPLICATION NO. _____

FOR OFFICIAL USE ONLY

ACCOUNT NO. _____

Agreement for City Services

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