



Date Filed:	_____
Permit No.	TRP _____ - _____
Permit Category	I - Heritage tree II - DR approved tree III - Privately maintained in PROW
Issued	Date _____ (Permit expires 1 year from date issued.)

CITY OF LAGUNA BEACH • DEPARTMENT OF COMMUNITY DEVELOPMENT • 505 FOREST AVENUE • LAGUNA BEACH • CALIFORNIA • 92651

## TREE REMOVAL PERMIT APPLICATION

PROPERTY OWNER _____	AGENT _____
ADDRESS _____	ADDRESS _____
CITY _____ STATE ____ ZIP _____	CITY _____ STATE ____ ZIP _____
TEL. NO. _____ CELL NO. _____	TEL. NO. _____ CELL NO. _____
APN _____ - _____ - _____	AUTHORIZATION DATED _____
EMAIL ADDRESS: _____	EMAIL ADDRESS _____

**Tree(s) requested for removal:**

# of Trees	Common Name / Scientific Name	DBH*

\* Note: DBH means Diameter at Breast Height. DBH shall be measured as diameter at breast height, 4'-6" above the adjacent grade. DBH of multi-trunk trees shall be calculated as the total DBH of all trunks greater than 6".

**Replacement tree(s) for consideration:**

No. of Trees	Common Name / Scientific Name	Container Size	City approval (species and size) <i>(For Staff Use Only)</i>

**Reason for removal:** \_\_\_\_\_

\_\_\_\_\_

*(Attach arborist report if applicable.)*

**Criteria Used to Consider Removal – Category III trees (check all that apply).**

- The tree proposed for removal is unsuitable to the planting area in that the area is too small to accommodate the height, trunk diameter and canopy or the root zone of the tree.
- The tree negatively impacts improvements in the public right of way and/or repair of damaged public infrastructure is not possible without removal of the tree.
- The site is deemed to be overplanted with mature trees and removal may enhance the vigor of the remaining tree(s).
- The topography of the building site renders removal desirable.
- Removal of the tree will not have an adverse impact on adjacent properties by exposing undesirable features of adjacent structure and/or reducing the beneficial aspect of shading or screening.
- Removal of the tree will not have an adverse impact on the established public streetscape or neighborhood aesthetics.
- Replacement trees are proposed and that are more appropriate to the site location and planting conditions.

**Tree Removal Permit application – Items required for filing.**

1. A completed and signed Tree Removal Permit application including a written narrative detailing the request for removal of the tree. The narrative should describe the extent, if any, to which the current tree is negatively impacting the site or why the tree is considered a danger to the public health, safety and welfare. The application shall also include an arborist report when decline in health of the tree is cited.
2. Color photographic prints must be dated and submitted on 8 ½ X 11 paper for each tree subject to the application. Photographs must clearly depict the size of the tree and the location of tree on the site in relation to existing structures and any public infrastructure. Photographs of any negative impacts to the site or to the neighborhood must also be attached when stated as a reason for the request for removal.
3. A plot plan which details the property boundary, adjacent streets and alleys, and the location of all tree subject to the application. Category II permit applications should also include a copy of the landscape plan approved through the design review process.
4. The common name, species and approximate DBH (diameter at breast height 4'-6" above grade) of each tree subject to the application.
5. Suggested replacement tree (common name and species) and the proposed size of the replacement tree.
6. A fee appropriate for the permit Category assigned to the application as adopted by resolution of the City Council.
7. Category I, II, & III permit applications require submittal of a Noticing List pursuant to LBMC Section 12.08.040, LBMC Section 12.06.090, and LBMC Section 25.05.065. The noticing list must to be submitted when scheduling the hearing.

**AFFIDAVIT**

*I/We hereby certify that all of the above information contained in this application is, to the best of my knowledge and belief, true and correctly represented. I/We understand that there are no assurances at any time, implicitly or otherwise, regarding the ultimate disposition of this application. I/We am/are the record owner(s) of the property described in this application, and hereby consent to its filing with the City of Laguna Beach. No tree(s) subject to this application shall be altered or removed after the date this application has been filed until a final decision has been made.*

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

PLANNING DIVISION FEES

(Revised fees effective 7/1/2022 as adopted by Resolution No. 22.037)

Appeal Fee to City Council, Tree Removal Permit Category I, II and III	\$987
Tree Removal Permit Application, Category I (Heritage tree)	\$1,048
Tree Removal Permit Application, Category II (DR approved tree)	\$698
Tree Removal Permit Application, Category III (Privately Maintained tree in Public Right-of-Way)	\$698

# TREE REMOVAL PERMIT PROCESS

A permit is required for the removal of trees that fall into one of three into categories.  
Does your tree fall into one of these categories?  
**Category I – Heritage trees**  
**Category II – Design review approved trees**  
**Category III – Trees privately maintained in PROW**

No

No TRP required for removal of tree.

Yes

Submit complete application.  
Category assigned to permit application.

Category I  
**Heritage tree**  
City Council is the deciding body for permit applications.

Category II  
**Design review landscape plan**  
Permit application requires an Admin. hearing or a DRB hearing.

Category III  
**Private tree in PROW**  
Permit application requires an on-site meeting by the Director.

Permit denied

DRB or Director's decision may be appealed to CC if filed within 14 calendar days of the date of the decision.

Permit approved

TRP expires within 1 year of final decision. Replacement tree (if required) must be planted within 90 days after removal of tree.



## City of Laguna Beach

Community Development  
Department

## INFORMATIONAL GUIDE

# TREE REMOVAL PERMIT PROCESS

The Laguna Beach City Council adopted the Tree Removal Permit Process, Laguna Beach Municipal Code (LBMC) Chapter 12.06 on June 26, 2018. The Ordinance establishes protection of trees by establishing a permit process prior to the removal of trees categorized as Heritage trees, design review approved trees and privately maintained trees in the public right-of-way. Privately maintained trees that do not fall into one of the aforementioned categories do not require a permit prior to removal. Each property owner in the City of Laguna Beach is responsible for determining if a permit is required prior to removal of a tree.

### What is the purpose of the tree removal permit process?

The City Council declares that trees serve an important feature to the urban forest of Laguna Beach. The Ordinance establishes a permit process prior to the removal of significant or landmark trees that add value to the City and neighborhoods.

### When is a Tree Removal Permit required?

In accordance with LBMC Chapter 12.06, trees that fall into three categories are subject to application for a Tree Removal Permit prior to removal of the tree.

- Category I: Trees listed on the city Heritage Tree List. (*City Council approval.*)
- Category II: Trees on a landscape plan approved through the Design Review process. (*DR approval.*)
- Category III: Trees privately maintained in the public right-of-way. (*Director approval.*)

### What criteria are used to issue a tree removal permit?

Criteria for removal of Heritage trees are established in LBMC Section 12.08.070 of the Municipal Code. Criteria for removal of design review approved trees are established in LBMC Section 25.05.040. Criteria for removal of privately maintained trees in the public right-of-way are established in LBMC Section 12.06.050 and include suitability of the tree to the planting area, potential negative impacts to the public infrastructure, potential adverse impacts to screening or shading and/or potential impacts to the streetscape or neighborhood aesthetics.

### Are replacement trees required with approval of a tree removal permit?

Yes. Each application submitted for removal of a tree in Category I, II or III is required to include a suggested species for replacement. The deciding body for each permit Category shall approve the replacement species and size and shall so state on the permit approval. Replacement tree(s) shall be planted within 30 days after removal of the subject tree.

### Arborist fees

Should the City require a certified arborist consultation or report at any time during processing of the permit application, those fees shall be the responsibility of the applicant.

### Expiration

Tree Removal Permit applications that have not been acted upon within one year from the date of issuance, or if an appeal is filed, one year of the date of the final decision, shall become null and void.

**Is there a penalty for removing a tree without a permit?**

Yes. Removal of a tree that falls into a Category I, II or III permit, without first obtaining a permit, is subject to daily accrual of civil fines associated with an administrative citation in accordance with LBMC Section 1.04.025. The City may also delay issuing final building permits associated with a project and/or may assess any costs incurred by the City to comply with the tree removal permit process. Additionally, any person removing a tree without a permit shall be subject to penalties based upon the size and the number of trees removal as noted in LBMC Section 12.06.100. Penalties for removal of Category I, Heritage trees, shall be double the penalty for removal of Category II & III trees. Each tree removed without a permit or in violation of a permit shall constitute a violation and a separate fine may be assessed. Any property owner, firm or corporation, including a contractor of the property owner, who violates any provision of LBMC Chapter 12.06 may be subject to administrative, civil or criminal remedies permitted by law available to the City.

Removal without or in violation of a permit.	Trunk DBH		Trunk DBH		Trunk DBH	
	6" up to 12"		over 12" up to 24"		over 24"	
Permit Category	I	II & III	I	II & III	I	I / II & III
First Violation	\$2,000	\$1,000	\$6,000	\$3,000	\$10,000	\$5,000
Second Violation	\$6,000	\$3,000	\$14,000	\$7,000	\$24,000	\$12,000
Third Violation	\$10,000	\$5,000	\$20,000	\$10,000	\$30,000	\$15,000

**A Tree Removal Permit application sufficient for filing with the City shall consist of all the following items:**

1. A completed and signed Tree Removal Permit application including a written narrative detailing the request for removal of the tree. The narrative should describe the extent, if any, to which the current tree is negatively impacting the site or why the tree is considered a danger to the public health, safety and welfare. The application shall also include an arborist report when decline in health of the tree is cited.
2. Color photographic prints submitted on 8 ½ X 11 paper for each tree subject to the application. Photographs must clearly depict the size of the tree and the location of tree on the site in relation to existing structures and any public infrastructure. Photographs of any negative impacts to the site or to the neighborhood must also be attached when stated as a reason for the request for removal.
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4. The common name, species and approximate DBH (diameter at breast height 4'-6" above grade) of each tree subject to the application.
5. Suggested replacement tree (common name and species) and the proposed size of the replacement tree.
6. A fee appropriate for the permit Category assigned to the application as adopted by resolution of the City Council.
7. Category I & II permit applications require submittal of a Noticing List pursuant to LBMC Section 12.08.040 and LBMC Section 25.05.065. The noticing list must to be submitted when scheduling the hearing.

After submitting a Tree Removal Permit application, as outlined above, staff will review the claim for completeness and assign a permit Category to the application. The application will be processed in accordance with the LBMC Section 12.06.040.

**Cost for removal**

All costs associated with the removal of the tree shall be the responsibility of the property owner. Any damages to the public infrastructure that may occur as a result of the removal of the tree shall be assessed by the City to the property owner.