

**HERITAGE TREE APPLICATION  
CITY OF LAGUNA BEACH**

DATE SUBMITTED: \_\_\_\_\_

APPLICATION HT: \_\_\_\_\_ - \_\_\_\_\_

**I. PROPERTY OWNER INFORMATION:**

Legal Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

**II. PROPERTY INFORMATION REGARDING EXISTING OR PROPOSED HERITAGE TREE:**

Address Location \_\_\_\_\_

Assessor Parcel Number \_\_\_\_\_

**III. APPLICATION TYPE (check all that apply):**

- DESIGNATION** as a Heritage Tree.  **DELETION** from the Heritage Tree List.

The City Council in making a determination of whether or not to designate a tree or stand of trees as Heritage Trees or to delete a tree or stand of trees from the Heritage Tree List must consider at least one of the following criteria (select all that apply):

- A tree or stand of trees  is or  is not of historical significance and [ ] is or [ ] is not older than fifty years;
  - A tree or stand of trees  has or  does not have distinctive characteristics of form, size or shape;
  - A tree or stand of trees [ is or [ is not associated with a person or an event of community-wide significance;
  - A large tree or stand of trees  remains or  does not remain from an original native stand of California Live Oaks, Sycamores and Toyons: or
  - A tree or stand of trees  is or  is not scenically prominent from public view corridors.
- TRIMMING** of a Heritage Tree in a manner which substantially alters its natural form.
- ENCROACHMENT** - New construction within 15-feet of the trunk of a Heritage Tree.
- The Director of Community Development in making a determination of whether or not to approve a permit to substantially trim a Heritage Tree or to allow construction encroachment within 15 feet of a Heritage Tree must base his/her decision upon the following criteria, as appropriate (select all that apply):
- The condition of the Heritage Tree or Trees with respect to disease and danger of falling, and interference with utility services;
  - The proximity of the Heritage Tree or Trees to existing or proposed structures; and
  - The specific details of the trimming to be done.
- REMOVAL** of a Heritage Tree (\$1,973 Fee increased 7/1/2022)
- The City Council in making a determination of whether or not to approve a permit for the removal of a Heritage Tree must consider the following criteria, as appropriate (select all that apply):
- The condition of the Heritage Tree or Trees with respect to disease and danger of falling, and interference with utility services;
  - The proximity of the Heritage Tree or Trees to existing or proposed structures;
  - The topography of the land and the effect of the removal of the Heritage Tree or Trees on erosion, soil retention and diversion or increased flow of surface waters;
  - The number of trees existing in the neighborhood and the effect the removal of Heritage Tree or Trees would have on the established landscape of the area; and
  - The degree of view impairment or any unsafe condition that would result, if the Heritage Tree or Trees were to remain.

**IV. DESCRIBE THE PROPOSED APPLICATION (attach extra pages if needed).**

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HERITAGE TREE APPLICATION**

**V. AFFIDAVIT:**

I/(We) hereby certify that all of the information contained in this application is, to the best of my/(our) knowledge and belief, true and correctly represented, and that I/(we) have read and understand Chapter 12.08 of the Laguna Beach Municipal Code. I (we) understand that, no existing or proposed Heritage Tree shall be altered in any way after the submission of the application and until final determination has been made by the City Council. I (we) also understand that Staff shall review the attached documents and may require additional documentation, at any time, to substantiate the purpose of the application prior to presentation to City Council.

**If this application is approved, I hereby understand that a standard condition of approval will be imposed requiring me to defend, hold harmless and indemnify, at my expense, the City, the City Council and other City bodies and members thereof, officials, officers, employees, agents and representatives from and against any and all third-party claims, actions or proceedings to attack, set aside, void or annul the approval, or any associated determination made pursuant to the California Environmental Quality Act, including the City's defense costs and expenses as well as costs, expenses or damages a court may require the City to pay as a result of such claim, action or proceeding.**

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PROPERTY OWNER(S) SIGNATURE(S)

**VI. FILING INSTRUCTIONS**

- Submit a complete Heritage Tree Application and pay a fee of \$420.00 (**Increased to \$1,048.00 7/1/2022**). Incomplete applications or insufficient information could delay the processing of the application.
- Submit a plot plan on 8½” x 11” paper, containing the following information:
  1. Buildings on the parcel on which the existing or proposed Heritage Tree or Trees and any other structures on adjacent parcels potentially impacted by the Heritage Tree application.
  2. North arrow and the scale of the drawing.
  3. Adjacent streets and alleys.
  4. Topography (contour lines).
  5. Existing vegetation, including existing or proposed Heritage Tree(s).
- Include information about the type and condition of the Heritage Tree or Trees. Attach a report from an ISA certified arborist that justifies, in staff's judgment, the application for any trimming, encroachment or removal.
- Submit photographs that would assist in the description of the Heritage Tree application.
- For Heritage Tree Designation, Heritage Tree Deletion and Heritage Tree Removal Applications, submit an address list and radius map (8 ½” x 11” paper) of all property owners within a 300-foot radius of the subject property. The address list of labels must be in a 3-across by 10-down format on 8-1/2" x 11" paper and include the assessor's parcel number on each address. **The list must be compiled by a professional listing service, utilizing the latest equalized County Tax Assessors' rolls.** A certification letter, signed by a representative of the listing service and attesting to the accuracy of the address list, must be submitted. Addressed, stamped envelopes (with the City of Laguna Beach return address) must be supplied for the entire number of property owners, residents and tenants. The listing service, either prior to or currently with the submittal of the temporary use application, must submit the required noticing package independently of the Heritage Tree application, as well as a copy of the invoice for the preparation of the public hearing noticing package.  
*Reminder to staff: The City Council public hearing notice must also indicate that “No tree shall be altered in any way until final determination has been made by the City Council.”*

**It is recommended that the applicant be present at all meetings at which the request is being considered.**