



Public Works Urban Forest Services

25 Prado Road, San Luis Obispo, CA 93401-3218
805.781.7220
Trees@slocity.org

For Office Use Only:
Date Entered: ___/___/___
Letter sent: ___/___/___
SR # _____

TREE REMOVAL APPLICATION RESIDENTIAL, COMMERCIAL, DEVELOPMENT

Follow Non-Construction Tree Removal Criteria and Process here ([SLOMC 12.24.090.E](#))
Follow Construction Tree Removal Criteria and Process here ([SLOMC 12.24.090.F](#))

Owner:		Applicant:	
Address:		Address:	
City:	Zip:	City:	Zip:
Phone:		Phone:	
Email:		Email:	
Address of Tree(s):		Number of trees applying to remove? _____	
Tree Species:			
Reason:			
Is this removal a City Tree? ___ YES ___ NO ___ UNKNOWN Dog in yard? ___ YES ___ NO			
Is this property governed by a Homeowners Association (HOA)? ___ YES ___ NO If YES, please provide HOA Board Approved Meeting minutes authorizing tree removal(s) with your tree removal application.			

ALL ITEMS BELOW MUST BE INCLUDED TO PROCESS TREE REMOVAL APPLICATION:



- Tree(s) must be banded with ribbon or duct tape
- Site Plan Drawing or Photo of Tree site with Tree ID (Tree #1, Tree #2, etc.)
- Supporting documentation, (repair receipts, etc.)
- Photo Log showing damage or conditions for removal ¹
- Replanting Plan (Consistent with 12.24.090.J) ²

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
FAILURE TO KEEP TREES BANDED MAY RESULT IN A RETURNED APPLICATION.**




¹ Please include a photo log that clearly shows the trees requested for removal. All Tree(s) must be uniquely identified by a number and a ribbon or an identifier wrapped around the trunk in the photo and prior to inspection



² Please include a replanting plan in accordance with Section [12.24.090\(J\)](#) of the City's Municipal Code. A minimum of one new tree shall be planted for each tree authorized to be removed on the same property (on site) or two new trees shall be planted for each tree authorized to be removed when planted on a different property or within the public right-of-way (off site).

Tree Removal Decisions as outlined in Section [12.24.090](#) of the City’s Municipal Code

	SELECT ONE CRITERIA FROM BELOW SUPPORTING TREE REMOVAL APPLICATION	DECISION MAKER	APPEAL BODY
	Imminent Hazard to Life or Property Section 12.24.090(E)(1)(a)	City Arborist	No Appeal
	Tree Health and Hazard Mitigation Section 12.24.090(E)	City Arborist	Tree Committee
	Convenience Removal (Tree Committee makes recommendation to Community Development Director) 12.24.090(E)(3)	Community Development Director	Planning Commission City Council
	Minor Ministerial Development Permit (removal for residential or accessory construction on an R-1 or R-2 lot) Section 12.24.090(F)(1)	City Arborist	Community Development Director
	Criteria for Discretionary Permits Construction Tree Removal Section 12.24.090(F)(3)	Community Development Director	Planning Commission City Council
	Major Development / Tentative Tract Map/ Conditional Use Permit Section 12.24.090(F)(4)	Community Development Director	City Council

Please include a check for **\$175.69** along with completed application & documentation. Tree Removal applications may be submitted in person at 25 Prado Road at the City’s Corporation Yard in SLO or mailed to:

**City of San Luis Obispo
Public Works- Urban Forest Services
25 Prado Road
San Luis Obispo, CA 93401.**

Pursuant to San Luis Obispo Municipal Code 12.24.180, any person aggrieved by an act or determination of the authorized approving authority exercising the authority herein granted shall have the right to appeal the decision of the authorized approving authority.

Appeals must be received by the city clerk within ten calendar days from the date of determination or act shall cause the director to withhold tree removal permits and any permits for construction or demolition activity relying on the subject tree removal until the appeal is heard and a decision is reached.

The fee to appeal to the Tree Committee is **\$135.64**

This tree removal application must be signed by the property owner or an Authorized Agent. I **declare under penalty of perjury that all the facts stated within this tree removal application are true and correct.**

Property Owner Signature: _____ Date: _____

Applicant’s Signature: _____ Date: _____

Please make check payable to the **City of San Luis Obispo** \$175.69 Check#: _____