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**OAK TREE PERMIT FOR
ENCROACHMENT INTO A PROTECTED ZONE**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

PROJECT ADDRESS _____

ZONE CLASSIFICATION _____

APPLICANT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE No _____

E-MAIL ADDRESS _____

PROPERTY OWNER'S NAME _____

PROPERTY OWNER'S MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

NOTE: Sec. 9704.b.1 of the Arcadia Municipal Code requires that all of the following questions be answered in detail to explain why the oak tree(s) need to be encroached upon: (Please attach a separate sheet if necessary.)

1. Why is it necessary to encroach upon the tree(s)?

2. Why is encroachment upon the tree(s) more desirable than an alternative project design?

3. What mitigation measures are included in the project to ensure that encroachment will not eventually result in the loss of the oak tree(s)?

The applicant and property owner hereby declare under penalty of perjury that all the information submitted for this application is true and correct.

Applicant's Signature

Date

Property Owner's Signature

Date

For Office Use Only

ACTION: **Approve** _____

Conditionally Approve _____

Deny _____

Date _____ Receipt No. _____ Amount \$ _____ By _____

FILING REQUIREMENTS AND INSTRUCTIONS WORKSHEET

The application for an Oak Tree Encroachment Permit must include the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
 - A photograph of the affected tree(s).
 - A scaled site plan that shows the following:
 1. The entire subject property with all existing and proposed improvements, and all oak trees on the property. **The dripline of all oak trees must be accurately depicted.**
 2. The circumference and species of all the oak trees on the property shall be clearly indicated.
 - An evaluation by a Certified Arborist* noting the condition of the subject tree(s) and the potential effects of the encroachment upon the tree(s) as well as recommended tree protection measures. The application will not be accepted without the arborist's report.**
- * The Arborist must be certified by the International Society of Arborists.
- Filing fee of \$195.00.
 - If the subject property is within a City-designated Homeowners Association area, the site plan must be stamped "Approved" by the Architectural Review Board and accompanied by a copy of the report of said Board indicating their approval for the encroachment upon the oak tree(s).

APPLICATION REVIEW PROCESS

STAFF REVIEW: Upon receipt in proper form, City Staff has 10 working days to approve or deny the application.

APPEALS: Staff's decision may be appealed to the Modification Committee. Such an appeal must be submitted in writing and delivered to the Planning Offices within five working days of the decision. The Modification Committee's decision may subsequently be appealed to the Planning Commission, and the Planning Commission's decision to the City Council.

EXPIRATION: If for a period of 12 months, any authorization granted by an Oak Tree Permit is or has been unused, abandoned or discontinued, or any of the conditions of approval have not been complied with, than approval shall become null and void.