



Town of Ross

Planning Department

Post Office Box 320, Ross, CA 94957

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Staff Use Only

Received By: _____

Date: _____

Fees Paid: _____

Date: _____

TREE ALTERATION/REMOVAL APPLICATION

See Attached Tree Alteration/Removal Fact Sheet For Fees

Property Address _____

Legal Owner of Property _____

Mailing Address _____

City _____ State _____ ZIP _____

Home Phone _____ Business Phone _____

Fax _____ Email _____

Assessor's Parcel No. _____

Contractor _____ Business license No. _____

Location Map Key	Species of Tree	Diameter at 4 ½'	Reason for Alteration/Removal	Proposed Replacement
SAMPLE	(Q. Lobata) Valley Oak	22.5"	Large areas of decay in main trunk	4 15-gallon live oaks along front property line
A				
B				
C				
D				
E				
F				
G				

Owner's Signature

I HEREBY CERTIFY under penalty of perjury that I have made every reasonable effort to ascertain the accuracy of the data contained in this application and that said information is true and correct to the best of my knowledge and belief. I further consent to any permit issued in reliance thereon being declared by the Town Council to be null and void in the event that anything contained therein is found to be erroneous because of an intentional or negligent misstatement of fact.

Signature of Owner

Date

Town Arborist's Comments

Town Arborist

Date

ACTION

This permit is ____ approved ____ denied in accordance with the provisions of Title 12 of the Ross Municipal Code based upon the applicability of the following criteria:

1. The removal or alteration is necessary due to disease, danger of falling, proximity to existing structures and interference with utility services;
2. The removal or alteration is necessary to allow economic enjoyment of the property;
3. The removal or alteration will not adversely impact the subject property or neighboring properties;
4. The removal or alteration represents good forestry practices;
5. The removal is necessary due to fire hazard;
6. The applicant proposed suitable replacement trees at a ratio equal to or greater than that recommended in the ordinance;

Issued to: _____

Property Address: _____

Trees Approved for Removal/Alteration: _____

Planning Department

Date Issued

TREE ALTERATION/REMOVAL FACT SHEET

When a Tree Alteration/Removal Permit is Required

“Remove” means to cut down a tree or relocate a tree in a manner not in accordance with accepted arboricultural practices.

“Alteration” is defined as an action that diminishes the health and vigor of a tree. “Alter” includes, but is not limited to, excessive or improper pruning of a tree, grade changes around or near a tree, excessive irrigation of a tree, trenching in the root zone of a tree, and excessive use of herbicides, insecticides, or fungicides. “Alter” does not include: periodic trimming, shaping, thinning, or pruning of a tree to preserve or protect its health, growth, or appearance, in accordance with accepted arboricultural standards and practices and involving a removal of no more than 25% of an individual tree’s crown consistent with the Approved American National Standard (ANSI) Pruning, Repairing, Maintaining, and Removing Trees and Cutting Brush – Safety Requirements and Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning). (see Ross Municipal Code Chapter 12.24)

On an Improved Parcel:

- Removal, relocation, or alteration of any tree located within twenty-five feet of the front or side yard property line or within forty feet of the rear yard property line with a diameter greater than eight inches at breast height.
- Removal, relocation, or alteration of any tree having a single trunk diameter greater than twelve inches.
- Removal, relocation, or alteration of any tree designated to be preserved on plans approved by the town council, or as a condition of approval of a project approved by the town council.

On an Unimproved Parcel:

- Removal, relocation, or alteration of any tree.

On Town Property:

- Removal, relocation, or alteration of any tree.

Replacement Tree Requirement

Pursuant to Ross Municipal Code Section 12.24.080(d), where feasible, replacement trees shall be of a species native to Ross. The town recommends replacement trees at the following ratios (no size specified in the code):

- One new tree for every tree proposed to be removed on parcels zoned R-1, R-1:B-6, R-1:B-7.5, R-1:B-10, R-1:B-15, C-L, C-C, and C-D;
- Three new trees for every tree proposed to be removed on parcels zoned R-1:B-20, R-1:B-A, R-1:B-5A, and R-1:B-10A.

Where on-site replacement trees are not feasible, the applicant may instead make an in lieu payment to the town for provision of off-site trees at the ratio recommended above. The in lieu fee is \$804.75 (\$750 for the In Lieu Tree fee and \$54.75 for the Technology Surcharge Fee).

Submittal Requirements

Applications for tree alteration/removal permits must include a completed tree alteration/removal application including all required information and a scaled plan showing the parcel property lines, exact locations of the trees proposed to be removed keyed to the application form, the proposed locations of replacement trees, and any additional information deemed necessary by the town planner.

Additionally, all trees proposed to be removed, relocated, or altered must be clearly marked with bright tape around the trunk at the time of tree removal permit submission.

Fees (Application fees are nonrefundable)

Fees until July 1, 2015: Up to and including three trees \$217.82 (\$203.00 for tree permit and \$14.82 for Technology Surcharge Fee). \$167.39 per tree after the 3rd tree (\$156 for tree permit \$11.39 for Technology Surcharge Fee).

Encroachment Permit

An encroachment permit may be required to work in a Town right-of-way. Contact the Public Works Department Secretary for information (415) 453-1453 ext. 106.

Business License

The tree service must have a valid Town of Ross business license. Contact (888) 602-0239 <https://townofross.hdlcompanies.com/> A copy of the license must be posted with the tree alteration/removal permit.

Posting of the Permit

An official Town of Ross tree permit and a copy of a valid business license must be posted on the property when any activity associated with the removal, relocation, or alteration of a tree requiring a permit is underway. The permit must be posted adjacent to the main entry drive and must be clearly visible from the right-of-way. Failure to post a permit and business license may result in the issuance of a stop-work order.

Penalties

Any person who violates any portion of the Town of Ross tree ordinance may be held liable for civil penalties in the amount of \$1,000 per day for each day the violation occurs up to a maximum of \$100,000. Violations may also be considered a nuisance. Penalties are further described in Section 12.24.130 of the Ross Municipal Code.

In addition to financial penalties, any contractor who removes, relocates, or alters a tree in violation of the provisions of the tree chapter shall forfeit his or her Town business license for two years from the date of the violation.

Alternate Format Information

The Town of Ross provides written materials in an alternate format as an accommodation to individuals with disabilities that adversely affect their ability to utilize

standard print materials. To request written materials in an alternate format please contact us at (415) 453-1453, extension 105.