



# Town of Ross

## Public Works Department

Post Office Box 320, Ross, CA 94957

Phone (415) 453-1453 Ext. 163 Fax (415) 453-1950

Web [www.townofross.org](http://www.townofross.org) Email [rmaccario@townofross.org](mailto:rmaccario@townofross.org)

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 1/2'	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

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**Town Arborist's Comments**

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Town Arborist

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Date

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**ACTION**

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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: \_\_\_\_\_

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Public Works Department

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Date Issued

## TREE ALTERATION/REMOVAL FACT SHEET

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### 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 six (6) inches in diameter.

### On Town Property:

- Removal, relocation, or alteration of any tree.

### Replacement Tree Requirement

Pursuant to Ross Municipal Code Section 12.24.080 (4) & (5), unless otherwise specified by the Public Works Director or Town Council, replacement trees shall be required at the following ratios:

(a) A tree in good or excellent condition and structure shall be replaced on a one-to-one trunk diameter basis. (Example: 1 21” dbh tree in good or excellent condition must be replaced with new trees totaling 21” trunk diameter);

(b) A tree in fair or marginal condition or structure shall be replaced on a three-to-one trunk diameter basis. (Example: a 21” dbh tree in fair or marginal condition must be replaced with new trees totaling 7” trunk diameter);

(c) A tree in poor condition or creating a hazard to a building and/or structure, shall be replaced with 2 inches replacement trunk diameter.

Inches of replacement tree may be translated into standard nursery planting sizes using the following formulas:

24" box replacement tree = 2 inch replacement trunk diameter

36" box replacement tree = 3 inch replacement trunk diameter

48" box replacement tree = 4 inch replacement trunk diameter

If native species are removed, replacement trees shall be of a species native to those lands that now constitute the Town of Ross, or a non-native species approved by town staff based on specific site circumstances. Replacement trees should have the same mature size as the trees that have been removed, unless town staff recommends otherwise based on specific site circumstances. If there is a conflict between arborists regarding the condition or structure of a tree, the town arborist's decision shall control. The Town Council or Public Works Director may reduce the number of replacement trees or the tree replacement ratio, as applicable, if the reduction will not negatively impact the environmental functions and value of the urban forest or the aesthetic values of the community.

The applicant shall complete tree replacement within sixty (60) days of tree removal, unless the Town has approved a longer time. Failure to plant required tree replacement may subject the property owner to Administrative Penalties under Chapter 9.70 until the replacement trees are planted.

(5) Alternatives to tree replacement.

(a) In lieu fees and offsite replacement. If onsite tree replacement is not feasible or desirable due to physical constraints or lack of adequate space on site, fire safety requirements, or tree canopy separation requirements, the applicant may instead make an in lieu payment to the Town for provision of off-site trees equivalent to the trunk diameter required in Section 12.24.080(4) and related improvements, or for the addition or the replacement of trees or vegetation on public property, or if approved by the Public Works Director, the applicant may install any remaining replacement trees on other property located within the Town. The Town Council shall establish the amount of the in lieu fee by resolution.

#### **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 Public Works Director.

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 shall be based on the current [fee schedule](#) in effect at the time of application submittal.

#### **Encroachment Permit**

An encroachment permit may be required to work in a Town right-of-way. Contact the

Public Works Department 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.

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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.