



DEVELOPMENT SERVICES CENTER – PLANNING DIVISION

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
Website Address: www.morganhill.ca.gov

**Application and Filing Requirements for
TREE REMOVAL PERMIT**

A. PURPOSE

The Tree Removal Permit process is an administrative process intended to allow the review and approval of permits to remove significant tree(s). This process is required prior to the removal by cutting down, poisoning, killing, destroying or otherwise causing the removal of any Ordinance Size Tree, Street Tree, or Community of Trees pursuant to Section 12.32.030 of the Municipal Code. See Section 12.32.020 for the definitions of “Ordinance Size Tree”, “Street Tree”, and “Indigenous Tree”.

B. FILING REQUIREMENTS

1. Tree Removal Permit Application (see section C)
2. **Two (2)** sets of submittal plans (See Section D)
3. Tree Removal Permit Affidavit (see attached)
4. Filing Fees (see Fee Schedule)

C. TREE REMOVAL PERMIT APPLICATION

Applicant’s Name _____ Phone _____

Address _____ E-Mail _____

Owner’s Name _____ Phone _____

Address _____

Agent of the owner must attach a letter of authorization from the legal owner.

Signature _____ Date _____

Print Name _____

FOR STAFF USE ONLY

Received Date _____ Received By _____ Date Approved _____ Fees Collected _____

File Number _____

D. SUBMITTAL PLANS

1. SITE PLAN

- All plans shall be clear and legible
- Location of property lines
- Location of tree(s)
- Location of existing or proposed structure and improvements
- Type(s) of tree(s) to be removed
- Circumference (measured 4 ½ feet above the ground) and height of tree(s) to be removed

2. DISPOSAL PLAN

- The City encourages using felled wood in the most economically and environmentally beneficial manner available. Possible economic uses of felled wood are: having wood planed by a portable wood miller into usable boards, selling marketable burls, or cutting into firewood. Composting or mulching of wood and branches is environmentally preferable to burning or land filling. For more information on these options, contact Environmental Programs at (408) 778-6480.
- Provide a description of the proposed method of tree disposal

3. Letter of justification of tree removal. Provide condition of tree and reason why tree removal is requested, photographs showing the condition of the tree(s), damage the tree is causing, and any other information pertinent to the request.

4. Once the application has been reviewed, you may be required to provide a certified arborist report. For a list of certified arborists contact the International Society of Arboriculture (<http://www.isa-arbor.com>).

E. DEFINITION OF ORDINANCE SIZE TREE, STREET TREE, AND INDIGENOUS TREE

1. "Ordinance Sized Tree" means any live woody plant rising above the ground with a single stem or trunk of a circumference of forty inches or more for nonindigenous species and eighteen inches or more for indigenous species measured at four and one-half feet vertically above the ground or immediately below the lowest branch, whichever is lower, and having the inherent capacity of naturally producing one main axis continuing to grow more vigorously than the lateral axes. All commercial tree farms, nonindigenous tree species in residential zones and orchards (including individual fruit trees) are exempted from the definition of tree for the purpose of this chapter. (See definition G of Municipal Code 12.32.020)
2. "Street Tree" is a tree, of any size, situated within the public street right-of-way or publicly accessible private street (e.g., trees within a landscape park strip), or within five feet of a publicly accessible sidewalk adjacent to a public or private street in the case of a street without a landscape park strip. (See definition H of Municipal Code 12.32.020)
3. "Indigenous Tree" means any tree which is native to the Morgan Hill region. Such trees include, oaks (all types), California Bays, Madrones, Sycamore and Alder. (See definition I of Municipal Code 12.32.020)



CITY OF MORGAN HILL
TREE REMOVAL PERMIT AFFIDAVIT

I hereby acknowledge that I am familiar with the Morgan Hill Significant Tree Ordinance (Chapter 12.32 of the Municipal Code). I hereby grant access to my property to the City staff to gain information that applies to this permit.

I hereby acknowledge that I will properly post the Public Notice for Tree Removal Permit, as required, and agree to leave this notice up for ten (10) consecutive days.*

Permittee agrees to hold harmless the City of Morgan Hill, its officers, agents and employees from any liability or claims for damages on account of injury to any person, loss of life, or damages to property caused by or arising out of the activities authorized by this permit.

Applicant's Signature

Date

*The notice will be provided by staff after review of the submitted application.

TREE REMOVAL INFORMATION

Address/Location of tree(s) _____ Number of tree(s) _____

APN _____

Zoning District _____

Tree #1 Type _____

Circumference _____ Height _____

Tree #2 Type _____

Circumference _____ Height _____

Tree #3 Type _____

Circumference _____ Height _____

Tree #4 Type _____

Circumference _____ Height _____

Attach additional sheets if necessary

FOR STAFF USE ONLY

FINDINGS:

Approved: _____
Community Development Department

Date