



## South Pasadena Resident's Guide to the City's Tree Ordinance

### Help Keep South Pasadena Green & Beautiful

South Pasadena's charm is closely related to its lush canopy of trees. Trees provide shade for buildings – saving energy for air conditioning—hold soil in place, and protect our watershed. They provide habitat for birds and other animals. Indeed, South Pasadena's efforts to maintain its urban forest have won the community acclaim as a "Tree City USA", a designation made by the National Arbor Day Foundation, in cooperation with the U.S. forest Service and the National Associate of State Foresters.

To maintain the urban canopy that makes South Pasadena so inviting, the city in 1991 adopted an ordinance which governs removal and replacement of trees. Tree removals are to be reviewed by the city Public Works Department, which has a certified arborist on staff. When the Department denies a tree removal permit application, residents are free to appeal to the City's Natural Resources and Environmental Commission (NREC). At times the Department also may choose to refer some applications for removal permits for consideration by the commission, which is a volunteer panel of residents appointed by the City Council that meets once a month.



The ordinance (attached) allows tree removals only when specific conditions exist. These are when:

1. Where the tree itself, its excess foliage or its limbs poses a reasonable risk of injury or harm to persons or property, or is interfering with a structure or building, and there is no feasible and reasonable alternative to mitigate the interference.  
(Interference generally does not occur unless a tree is planted within three times its diameter of a structure. Interference with plumbing pipes, which can be rerouted or repaired and protected through root trimming, generally does not constitute grounds for tree removal.)
2. Where, upon taking into account the size, shape, topography and existing trees upon the lot, the denial of the permit would create an unreasonable hardship on the property owner.
3. When a written determination has been made by an ISA certified arborist, after a visual inspection and scientific evaluation that the tree is so diseased or damaged that it is no longer viable or is a threat to property or to other trees. The Public Works Director or NREC may waive the requirement for an Arborist's statement when the tree can reasonably be determined to be dead by a lay person's visual inspection, or after conducting an inspection of the tree, the Director determines that the tree poses an obvious and imminent threat to life or property.
4. For the removal of significant or mature trees, where the replacement tree planting provides greater benefits than the existing tree's value, benefits or species.

Applicants must demonstrate greater benefits including, but not limited to:

- Reduction in energy use when trees are planted to shade structures
- Reduction in water use when planting native species, etc.
- Promotion of native species
- Increasing the number of trees on the property
- When trees are planted to abate urban noise
- When planting larger tree species

To apply for a tree removal permit you must:

- Fill out the application form, and
- Pay a permit processing fee

You will need the following information in order to complete the application forms:

- Type of tree or tree species (common name)
- Diameter of tree. To determine the diameter, place a tape measure around the trunk 4 feet above the ground to get the circumference. Divide the circumference by 3.14(pi) to get the diameter. If there are multiple trunks at four feet above ground, measure each the same way and add their diameters together to determine the total diameter.
- Location of tree, including measurements in feet from any structures (submit site plan to demonstrate tree interference to structures that are within 3 diameters of the tree). If the foundation damage is not obvious by visual inspection, a foundation report may be submitted to prove the structural interference.
- Reason for removal, that is, at least one of the following:
  - The tree is encroaching on a structure and causing damage: (damage to fences, sidewalks, or curbs do not qualify. Likewise, interferences with plumbing or sewers is not considered hardship and will not be allowed as a reason for tree removal)
  - The tree is diseased or dead;
  - The tree is creating an imminent threat to property or life; or
  - The tree is creating an undue hardship.
  - Documents to support item #4 above.
- A certified arborist's report documenting all of this information.
- Submit Diagram or Plan showing existing tree(s) onsite including common names and dbh (diameter at breast height) for all trees.

In general, tree removal will not be approved if trimming, root trimming, or minor structural modifications, including rerouting or repair of pipes accompanied with root trimming can solve your problem. It can be less expensive to perform such minor work than to remove a tree. Trees will not be removed for aesthetic reasons.

If the Department of Public Works denies your application, you can appeal its decision to the Natural Resources and Environmental Commission (NREC). The Commission will want to examine all of the information listed above, as well as hear from you. However, in order to hear other cases in a timely manner and conduct other necessary business, the volunteer commission will limit discussion.

If your tree removal permit is approved, ***one 24" box tree will be required as a replacement for each ten-inch increment*** of the diameter of the tree being removed as follows:

- Up to 10 inches (one replacement)
- 11-20 inches (two replacements)
- 21-30 inches (three replacements)
- 31-40 inches (four replacements)
- Etc.

For native tree removals, ***two 24" box trees will be required as a replacement for each ten-inch increment.***

#### **Development or Construction Replacement Trees**

For non-native tree removals associated with development or construction, ***one 24" box tree will be required as a replacement for each six-inch increment*** of the diameter of the tree being removed. For native tree removals associated with development or construction, ***two 24" box trees will be required as a replacement for each six-inch increment.***

The city prefers that you plant native trees as replacements. Should you not have room to plant the trees on your property, you may arrange to have them planted on a neighbor's property. Optionally, you can donate a tree to the City and the Public Works Department will plant the trees on city property, such as in parkways, parks and medians.

Other rules apply under the ordinance, including special requirements for development and construction projects. Please read the ordinance carefully. It is illegal to remove trees without prior approval and penalties will apply when violations occur.

Permit fees and restitution in excess of \$8,000 could be imposed for tree removals without a permit.

Only you can help keep South Pasadena green and beautiful by observing the city tree ordinance.

**ORDINANCE NO. 2328**

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA  
AMENDING CHAPTER 34 ("TREES AND SHRUBS") AND  
AMENDING SECTION 36.410.020 ("PLANNING CLEARANCES")  
OF CHAPTER 36 ("ZONING") FOR CONSISTENCY WITH  
CHAPTER 34 ("TREES AND SHRUBS")**

**SECTION 1.** Chapter 34 ("Trees and Shrubs") of the South Pasadena Municipal Code is amended to read as follows:

**CHAPTER 34  
TREES AND SHRUBS\***

Sections:

- 34.1 Definitions.
- 34.2 Protected tree and shrub standard of care.
- 34.3 Maintenance of trees on public property.
- 34.4 Tree protection required in connection with development activity
- 34.5 Tree trimming permit applications.
- 34.6 Permit issuance or denial of tree trimming permit applications.
- 34.7 Criteria for approving tree trimming permit applications.
- 34.8 Appeals of tree trimming permit decisions.
- 34.9 Tree removal permit applications.
- 34.10 Permit issuance or denial of tree removal permit applications.
- 34.11 Criteria for approving tree removal permit applications.
- 34.12 Tree removal and replacement plans.
- 34.12-5 Replacement tree requirements.
- 34.13 Appeals of tree trimming and tree removal permit decisions.
- 34.14 Exemptions.
- 34.15 Obstruction.
- 34.16 Violations.
- 34.17 Penalties.

\* For state law as to "Tree Planting Act of 1931," see Streets. & Highways Code, CA. §§ 22000 to 22202. As to "Park and Playground Act of 1909," see Government Code, CA. §§ 38000 to 38213.

As to hitching animals to trees, see § 5.12 of this Code. As to collection of brush, tree, etc., trimmings and stumps, see § 16.14. As to removal of trees from parks, see § 21.7.

**34.1 Definitions.**

As used in this chapter:

- (a) "Caliper" means the diameter of the trunk of a tree measured at four feet above natural grade. In the case of multi-trunked trees, "caliper" is the sum of each trunk measured at four feet above the grade.
- (b) "Certified Arborist" means a professional in tree care industry who has received their arborist certification through the International Society of Arboriculture.
- (c) "City Arborist" means a certified arborist designated by the Director.
- (d) "Commission" means the Natural Resources and Environmental Commission (NREC).
- (e) "Damage" means any action taken which causes injury, disfigurement or death of a tree.
- (f) "Deadwood" means limbs, branches or a portion of a tree void of green leaves during a season of the year when green leaves should be present.
- (g) "Development" shall be defined per the city zoning code, section 36.700.020.
- (h) "Director" means Public Works Director.
- (i) "Drip line" means a series of points formed by the vertical dripping of water from the outermost branches and leaves of a tree.
- (j) "Front yard" means that portion of private property as designated in the city zoning code.
- (k) "Heritage tree" means a tree of historical value because it is a South Pasadena historical landmark. A heritage tree may be located on private or public property.
- (l) "Intentional violation" means a violation of this Chapter 34 (Trees and Shrubs) that is committed by any person or entity who has actual or presumed knowledge of, or who has previously violated, its provisions. A commercial certified arborist/tree trimmer, a real estate developer, a general contractor, or anyone who has previously filed an application for a tree trimming or tree removal permit in the city shall be presumed to know the provisions of this Chapter 34.
- (m) "ISA" means the International Society of Arboriculture.
- (n) "Mature tree" means any variety of tree that has a caliper of at least four inches or more.
- (o) "Native species tree" means any species of tree native to Southern California as defined by ordinance or resolution adopted by the city council.
- (p) "Oak tree" means species of tree of the genus Quercus.

- (q) “Planning review authority” means the individual or official city body (director of planning and building, design review board, cultural heritage commission, planning commission or city council) identified by the city zoning code as having responsibility and authority to review and approve or disapprove the development permit applications described in Article 6 of the city zoning code (zoning code administration).
- (r) “Protected shrub” means a woody plant that is over sixteen feet in height, which has one or more trunk(s) equal to or greater than a four inch diameter.
- (s) “Protected tree” means a heritage tree, mature oak tree, mature native species tree, significant tree, or protected shrub.
- (t) “Protection” means the safeguarding of trees through proper treatment.
- (u) “Real estate developer” means a person or entity that is engaged in the business of constructing or rehabilitating commercial or residential structures within the city for sale or lease to third parties.
- (v) “Removal” means uprooting, cutting or severing of the main trunk of a tree.
- (w) “Shrub” means a woody plant that is less than sixteen feet in height and may be multi-stemmed.
- (x) “Significant tree” means any variety of tree that has a caliper of one foot or more.
- (y) “Standard of care” means compliance with ANSI standards for tree care, irrigation, and maintenance, including trimming of foliage for tree or shrub.
- (z) “Tree” means a woody perennial usually having one dominant trunk and a mature height greater than sixteen feet.
- (aa) “Trimming” means cutting into the live wood of a tree or shrub to remove limbs and/or branches.
- (bb) “ANSI” means American National Standards Institute”.

### **34.2 Maintenance of trees on private property.**

Private property owners shall be responsible for the maintenance of trees on their property in accordance with the standard of care described in 34.1(y) of this chapter.

Pruning of oak trees and other trees should be limited to the removal of deadwood and the correction of potentially hazardous conditions as evaluated by a qualified certified arborist and approved by the director through the city’s tree trimming permitting process. All pruning should be done in accordance with ISA pruning standards.

### **34.3 Maintenance of trees on public property.**

The Public Works Department shall be responsible for the maintenance of trees on public property including but not limited to public rights-of-way and public parks. The Public Works Department shall prepare and implement the annual work plan for the maintenance of trees on public property. The adjacent property owner or tenant is responsible for irrigation of parkway trees in accordance with chapter 31.

### **34.4 Tree protection required in connection with development activity.**

- (a) Development must not interfere with tree standard of care. Irrigation should be administered to replace any soil moisture lost due to site excavation and a tree should continue to receive the amount of irrigation needed to thrive.
- (b) Development shall not cause any physical damage to the limbs, bark, crown, or where the roots join the stem.
- (c) No grading shall occur within the drip line of a protected tree. All work conducted within the protected drip line area should be accomplished only with hand tools and all activity within this area should be kept to a minimum to minimize soil compaction. This area should not be subjected to incidental construction work or to disposal of construction debris, including but not limited to paint, plaster or chemical solutions.
- (d) Natural or preconstruction grade should be maintained per the recommendations of the city arborist in accordance with ANSI standards. At no time during or after construction should soil be in contact with the trunk of any tree above natural grade.
- (e) No structure shall be located nor shall any construction requiring a permit occur within six feet of the trunk of a protected tree. No building, structure, wall or impervious paving shall be constructed within the drip line of any mature oak tree. Limited exceptions may be allowed by the director and documented on the permit.
- (f) Any required trenching should be routed to minimize root damage and cutting of roots should be avoided by placing pipes and cables above or below uncut roots.

### **34.5 Tree trimming permit applications.**

- (a) A tree trimming permit shall be required if:
  - (1) more than ten percent of the live foliage or limbs of a mature Oak tree or mature native species tree will be removed within a twelve-month period; or
  - (2) more than twenty percent of the live foliage or limbs of any heritage tree will be removed within a twelve-month period.

- (b) Any person applying for a tree trimming permit shall file with the director an application in writing on a form furnished by the director. The application shall contain the following information:
- (1) The name and residence or business address of the applicant;
  - (2) The location and description of the property on which the trees are located;
  - (3) A description of the proposed work including the reason for tree trimming. Photographs may be provided as exhibits, if desired;
  - (4) The name and state contractor's license number of the person who will perform the work. Permits shall only be issued to persons possessing a C-27 or C-61 (D-49) state contracting license;
  - (5) Additional information as the Director may require.
- (c) The application shall be accompanied by a nonrefundable fee in an amount established by resolution of the city council.

#### **34.6 Procedure for Consideration of Tree Trimming/Removal Applications**

- (a) For tree trimming permit applications associated with development:
- (1) Upon receipt of the completed application, the Director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a one hundred-foot radius of the property to be developed. Such property owners shall be given fifteen calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing and submitted to the director. The notification process may be waived if noticing associated with the development is being sent as required by the Planning Review Authority and such notice specifically identifies the proposed trimming of trees.
  - (2) The Director, after considering the application pursuant to the criteria set forth in Section 34.7, below, and any comments received from interested residents, shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree trimming application. The Director's recommendations and conditions of approval shall be considered advisory to the planning review authority's decision associated with the development.
  - (3) When tree trimming permits associated with development are referred to the Commission, the Commission shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree trimming application. The commission's recommendations and conditions of



approval shall be advisory to the planning review authority decision associated with the development.

- (4) Tree trimming associated with development shall only be conditionally approved subject to the applicant receiving their development building permit and paying all fees associated with the tree trimming as established by resolution of the city council. Upon the planning review authority's approval of the development application and applicable conditions of approval, and payment of all required fees, the applicant shall be issued a tree trimming permit.

(b) For tree trimming permit applications *not* associated with development:

- (1) Upon receipt of the completed application, the Director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a one hundred-foot radius of the subject property. Such property owners shall be given fifteen calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing and submitted to the director.
- (2) Upon expiration of the fifteen-day period, the application shall be reviewed by the director, who shall, after considering the application pursuant to the criteria set forth in Section 34.7, below, and any comments received from interested residents, approve, conditionally approve, or deny the application. The decision of the director shall be made in writing and provided to the applicant and to any interested persons who commented on the application.
- (3) The decision of the Director shall take effect fifteen calendar days after the date of mailing of the decision to the applicant and any interested persons to allow for the filing of any appeals. Unless the director's decision is appealed to the commission, upon payment of all fees associated with the tree trimming as established by resolution of the city council, the applicant shall be issued a tree trimming permit.

(c) The Director may refer any application for a tree trimming permit to the commission for any of the following reasons:

- (1) The city receives reasonable objections during the notification period; or
- (2) An appeal of the director's decision has been filed in accordance with this chapter; or
- (3) At the discretion of the director.

Should the application be referred to the commission, the commission shall make its recommendation (if the permit application is associated with development) or decision (if the permit application is not associated with development) during a noticed public meeting. A decision of the commission shall not take effect until fifteen calendar days after the date of the public meeting have elapsed to allow for the filing of an appeal.

### **34.7 Criteria for approving tree trimming permit applications.**

(a) A tree trimming permit may be issued in either of the following instances:

- (1) Where a written determination has been made by a certified arborist that the excess foliage or limbs of the tree pose a reasonable risk of injury or harm to persons or property or, are substantially interfering with the structural integrity or the use of an existing structure (including, but not limited to a fence or wall) and there is no feasible and reasonable alternative to mitigate the interference; or
- (2) Where a written determination has been made by a certified arborist, after a visual inspection or scientific evaluation, that the limbs proposed to be trimmed are diseased or damaged. The director or commission may waive the requirement for a certified arborist's written statement when the proposed limbs to be trimmed can reasonably be determined to be dead by a lay person's visual inspection, or when, after conducting an inspection of the tree, the director determines that the tree poses an obvious and imminent threat to life or property.

### **34.8 Appeals of tree trimming permit decisions.**

(a) Appealing tree trimming permit decisions associated with development:

- (1) Tree trimming decisions associated with development are advisory to the planning review authority as a condition of approval of development. The applicant may appeal any development decision and conditions of approval pursuant to the appeal process set forth in the zoning code.

(b) Appealing tree removal permit applications *not* associated with development:

- (1) The applicant or any interested party may appeal the decision of the Director to the Commission by filing an appeal in writing submitted to the Commission staff liaison within fifteen calendar days after the date of decision of the director.
- (2) Decisions of the Commission may be appealed to the City Council by filing such appeal in writing submitted to the city clerk within fifteen calendar days after the date of decision of the commission. The appeal shall specifically identify the grounds upon which the appeal will be taken and summarize the facts and points of law in support of the appeal.

(c) The appellant shall be responsible for all actual costs, including staff time, associated with any appeals.

### **34.9 Tree removal permit applications.**

- (a) Any person applying for a tree removal permit shall file with the director an application in writing on a form furnished by the director. The application shall contain the following information:
- (1) The name and residence or business address of the applicant;
  - (2) The location or description of the property on which the proposed trees are to be removed;
  - (3) A description of the proposed work included the reason for tree removal. Photographs may be included as exhibits, if desired;
  - (4) A tree removal and replacement plan in accordance with this chapter;
  - (5) The name and state contractor's license number of the person who will perform the work. Permits shall only be issued to persons possessing a C-27 or C-61 (D-49) state contracting license;
  - (6) Additional information as the director may require. This information may include, but is not limited to, a list obtained from the county assessor of the names of the owners of all parcels within a one hundred-foot radius of the property upon which the trees are to be removed or trimmed.
- (b) In addition to the application requirements of subsection (a) above, tree removal applications associated with development shall include all of the following:
- (1) An arborist report prepared by a certified arborist;
  - (2) Project narrative;
  - (3) The proposed development plan depicting the actual and proposed location of structures, topography and existing trees, whether to be retained or proposed for removal;
  - (4) Site plan with elevations showing before and after sight lines of the properties landscaping and trees;
  - (5) Any other information the director or commission deem necessary for reviewing the tree removal application.
- (c) The application shall be accompanied by a nonrefundable fee in an amount established by resolution of the city council.

#### **34.10 Procedure for Consideration of Tree Trimming/Removal Applications.**

(a) For tree removal permit applications associated with development:

- (1) The applicant shall be responsible for all fees associated with the tree removal application review and processing in accordance with the fees established by resolution of the City Council.
- (2) Upon receipt of the completed application, the Director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a one hundred-foot radius of the subject property. Such property owners shall be given fifteen calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing and submitted to the director. The notification process may be waived if noticing associated with the development is being sent as required by the Planning Review Authority and such notice specifically identifies the proposed removal of trees.
- (3) The Director, after considering the application pursuant to the criteria set forth in Section 34.11, below, and any comments received from interested residents, shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree removal application. The Director's recommendations and conditions of approval shall be considered advisory to the planning review authority's decision associated with the development.
- (4) When tree removal permits associated with development are referred to the commission, the commission shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree removal application. The commission's recommendations and conditions of approval shall be advisory to the planning review authority decision associated with the development.
- (5) Tree removals associated with development shall only be conditionally approved subject to the applicant receiving their development building permit, paying all fees associated with the tree removal as established by resolution of the city council, and paying a deposit for the required replacement trees, in an amount sufficient to cover the cost of all required replacement trees, as determined by the city's arborist. Upon the planning review authority's approval of the development application and satisfaction of all conditions of approval, and payment of all required fees, the applicant shall be issued a tree removal permit. Upon the applicant's proof to city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse applicant's replacement tree deposit. Should applicant fail to plant any replacement tree in accordance with the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by this chapter.

(b) For tree removal permit applications *not* associated with development:

- (1) Upon receipt of the completed application, the Director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a one hundred-foot radius of the subject property. Such property owners shall be given fifteen calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing and submitted to the Director.
  - (2) Upon expiration of the fifteen-day period, the application shall be reviewed by the director, who shall, after considering the application pursuant to the criteria set forth in Section 34.11, below, and any comments received from interested residents, approve, conditionally approve, or deny the application. The decision of the director shall be made in writing and provided to the applicant and to any interested persons who commented on the application.
  - (3) The decision of the Director shall take effect fifteen calendar days after the date of mailing of the decision to the applicant and any interested persons to allow for the filing of any appeals. The applicant shall be issued a tree removal permit following its payment of all fees associated with the tree removal as established by resolution of the city council and payment of a deposit sufficient to cover the cost of all required replacement trees as determined by the city's arborist, unless the director's decision is appealed to the commission. Upon the applicant's proof to the city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse applicant's replacement tree deposit. Should the applicant fail to plant any replacement tree in accordance with the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by this chapter.
- (c) The Director may refer any tree removal permit to the commission for decision for any of the following reasons:
- (1) The applicant is proposing to remove three or more healthy non-native significant trees; or
  - (2) The applicant is proposing to remove any healthy significant oak trees or significant native species trees; or
  - (3) The applicant is proposing to remove any heritage tree; or
  - (4) The city receives reasonable objections during the notification period; or
  - (5) An appeal of the Director's decision has been filed in accordance with this chapter; or
  - (6) At the discretion of the Director.

Should the application be referred to the commission, the commission shall make its recommendation (if the application is associated with development) or decision (if the application is not associated with development) during a noticed public meeting. A decision of the commission shall take effect fifteen calendar days after the date of public meeting to allow for the filing of any appeals.

### **34.11 Criteria for approving tree removal permit applications.**

(a) Subject to the imposition of conditions pursuant to subsection (b) of this section, a tree removal permit may be issued in any one of the following instances:

(1) Where the tree poses a reasonable risk of injury or harm to persons or property or, is substantially interfering with the structural integrity or the use of an existing structure (including, but not limited to, a fence or wall), swimming pool, or building and there is no feasible and reasonable alternative to mitigate the interference.

(2) Where, upon taking into account the size, shape, topography and existing trees upon the lot, the denial of the permit would create an unreasonable hardship on the property owner. Redesign of any proposed development as an alternative to removal of an existing protected tree does not create an unreasonable hardship.

(3) Where a written determination has been made by a certified arborist, after a visual inspection or scientific evaluation, that the tree is so diseased or damaged that it is no longer viable or is a threat to persons or property, including to other trees. The director or commission may waive the requirement for a certified arborist's written statement when the tree can reasonably be determined to be dead by a lay person's visual inspection or when, after conducting an inspection of the tree, the director determines that the tree poses an obvious and imminent threat to life or property.

(4) For the removal of a significant or mature tree, where the proposed replacement tree(s) are of greater value or provide greater benefits than the tree proposed for removal.

(b) A tree removal permit may be conditioned upon the replacement or transplanting of the tree either on- or off-site. Such replacement or transplanting shall be subject to the following provisions:

(1) Designation by the director or the commission of the number, size, species, and location of replacement tree(s) proposed for removal, the significance of the tree(s) on the lot as viewed from a public right-of-way, the size of the lot, and the number of existing trees on the lot.

(2) Because of its size and/or significance, a single tree proposed to be removed may be required to be replaced with multiple trees. If the subject property cannot accommodate multiple trees, alternative locations within the city (public right-of-way, park, etc.) may be designated.

(3) If a replacement tree is required, the property owner must agree to accept the conditions of replacement by his or her signature on the permit application and make the replacement tree deposit (per subsections 34.10(a) (5) or 34.10(b) (3)) before issuance of the permit.

(4) When the work designated in the permit is completed, the applicant shall contact the public works department for an inspection of the work. Any tree removal will require complete removal and grinding of the stump and backfilling of the hole.

(5) Should a designated replacement or transplanted tree not survive for a period of two years, the applicant shall be required to replace it with another tree or pay to the city the full cost of replacing the tree at a location to be determined by the city.

(6) Where the permit allows or requires the replacement or transplanting of tree(s), the director or commission may, in their discretion, as an alternative to paragraph (5) immediately above, require the applicant to post a bond or surety for a five-year period against the survival of the tree(s). The amount of the bond or surety shall be in accordance with the "Guide for Plant Appraisal" (ISA publication, most recent edition).

(7) Unless otherwise stated in the conditions of approval, the tree removal permit shall be valid for a period of one year with the planting of any new trees on the applicant's property to occur during the next planting season as determined by ANSI standards and local climate conditions.

### **34.12 Tree removal and replacement plans.**

Tree removal and replacement plans shall contain the following information:

- (a) A drawing of the property which shows the location and species of all existing protected trees;
- (b) A site plan showing the proposed development, including all existing and proposed structures, including the topography of the site, in accordance with subsection 34.9(b);
- (c) The tree species and trunk caliper of all trees to be removed;
- (d) The reason for removal. Any trees proposed for removal due to poor health or condition shall have the condition of the tree documented in a written report prepared and signed by a certified arborist;
- (e) A second drawing of the property after the proposed tree removal which shows remaining trees and all proposed replacement trees. The replacement tree sizes and species must be clearly identified; and

- (f) A certified arborist review of the tree plan, if required by the director. The certified arborist shall be contracted and managed by the city and all fees incurred shall be the responsibility of the property owner.

#### **34.12-5 Replacement tree requirements.**

The number of replacement trees is determined by the size of the existing tree(s) approved for removal, unless otherwise determined by the director in accordance with this chapter.

- (a) Listed below are the replacement tree requirements for permitted tree removal *not* associated with development:
- (1) For replacement of significant trees, one twenty-four-inch box replacement tree shall be required for each ten-inch increment of the caliper of the existing tree proposed for removal, or portion thereof. For example:
    - i. One twenty-four inch box replacement tree shall be required for each tree removed with a caliper of less than ten inches.
    - ii. Two twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between ten and twenty inches.
    - iii. Three twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between twenty and thirty inches.
    - iv. Four twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between thirty and forty inches; and so forth.
  - (2) For replacement of mature oak trees, mature native species trees, and heritage trees, two twenty-four-inch box native species replacement trees shall be required for each ten-inch increment of the caliper of the existing tree proposed for removal, or portion thereof. For example:
    - i. Two twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of less than ten inches.
    - ii. Four twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between ten and twenty inches.
    - iii. Six twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between twenty and thirty inches.



- iv. Eight twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between thirty and forty inches; and so forth.

(b) Listed below are the replacement tree requirements for permitted tree removals associated with development:

- (1) For replacement of significant trees, one twenty-four-inch box replacement tree shall be required for each six-inch increment of the caliper of the existing tree proposed for removal, or portion thereof. For example:
  - i. One twenty-four inch box replacement tree shall be required for each tree removed with a caliper of less than six inches.
  - ii. Two twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between six and twelve inches.
  - iii. Three twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between twelve and eighteen inches.
  - iv. Four twenty-four inch box replacement trees shall be required for each tree removed with a caliper of between eighteen and twenty-four inches; and so forth.
- (2) For replacement of mature oak trees, mature native species trees, and heritage trees, two twenty-four-inch box native species replacement trees shall be required for each six-inch increment of the diameter of the existing tree proposed for removal, or portion thereof. For example:
  - i. Two twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of less than six inches.
  - ii. Four twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between six and twelve inches.
  - iii. Six twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between twelve and eighteen inches.
  - iv. Eight twenty-four inch box native species replacement trees shall be required for each tree removed with a caliper of between eighteen and twenty-four inches; and so forth.

### **34.13 Appeals of tree removal permit decisions.**

- (a) Appealing tree removal permit applications associated with development: Tree removal decisions associated with development are advisory to the planning review authority as a condition of approval of development. An applicant may appeal any development decision and its conditions of approval pursuant to the appeal process set forth in the zoning code.
- (b) Appealing tree removal permit applications *not* associated with development: The applicant or any interested party may appeal the decision of the director to the commission by filing an appeal in writing submitted to the commission staff liaison within fifteen calendar days after the date of decision of the director. Decisions of the commission may be appealed to the city council by filing such appeal in writing submitted to the city clerk within fifteen calendar days after the date of decision of the commission. The appeal shall specifically identify the grounds upon which the appeal will be taken and summarize the facts and points of law in support of the appeal.
- (c) If a tree removal is granted for a tree on the basis of imminent threat to life or property, the decision will be considered final and is not appealable.
- (d) The applicant shall be responsible for all actual costs, including staff time, associated with any appeals.

#### **34.14 Exemptions.**

- (a) No permit is required for the removal or trimming of a tree damaged by storm, fire, or other natural disaster which has been determined by the Director, Police Chief, Fire Chief, or code enforcement officer to be dangerous to life or property.
- (b) No permit is required when the fire department has deemed the trimming or removal of the tree(s) is critical to providing an effective firebreak.
- (c) Public utility companies required to trim or remove trees, upon submittal of a letter to the director or their designee outlining the specific trees along with reasons for removal or trimming, shall be exempt from the provisions of this chapter.
- (d) The City and its contractors will not be required to obtain permits, but shall otherwise comply with this chapter.
- (e) No permit is required for the removal of shrubs, other than protected shrubs.
- (f) No permit is required for trimming of any tree other than those species and sizes specified in Section 34.5(a).

#### **34.15 Obstruction.**

- (a) It is unlawful for any person, firm or corporation owning, leasing, occupying, having charge or control of any lot or premises in the City, to keep or maintain thereon any tree, shrub

or plant, or portion thereof, that interferes with or obstructs the free passage of pedestrians along or upon adjacent public sidewalks or of vehicles along or upon adjacent public rights-of-way.

(b) Every fence, sign, wall, hedge, tree, shrub or planting located within seventy-five feet of the point of intersection of the centerlines of streets or within seventy-five feet of the point of intersection of the centerline of a street and a railroad right-of-way, that is more than thirty-six inches in height measured from the nearest adjacent public street level and that, in the opinion of the director constitutes an obstruction to the clear view of motorists on the streets is declared to be a public nuisance; provided, however, that nothing in this section shall be deemed to apply to a wall, building or structure that has been or that may be constructed under a permit issued by the Building Department of the City.

(c) A violation of this section does not exempt a property owner from having to otherwise comply with the permit requirements of this chapter.

### **34.16 Violations.**

(a) It is unlawful for any person to harm by any means, damage or cause to be damaged, any tree located within the city, or fail to comply with the standards of care described in subsection 34.1(y) for any tree located on their property or in an adjacent parkway.

(b) It is unlawful for any person to remove or transplant any protected tree from any property within the city unless a tree removal permit is first obtained from the city.

(c) It is unlawful for any person to trim more than twenty percent of the live foliage or limbs of any heritage tree located within the city within any twelve-month period, or cause the same to be done, without first obtaining a tree trimming permit from the city.

(d) It is unlawful for any person to trim more than ten percent of the live foliage or limbs of any mature Oak tree or a mature native species tree located within the city within any twelve-month period, or cause the same to be done, without first obtaining a tree trimming permit from the city.

(e) It is unlawful for any person to remove any tree from the parkway area between a sidewalk or private property line and street curb without first obtaining a tree removal permit from the city.

### **34.17 Penalties.**

Any person violating any of the provisions of this chapter is guilty of a misdemeanor, except, at the discretion of the city prosecutor, the violation may be reduced to an infraction. Persons violating any of the provisions of this chapter shall be subject to the following:

- (a) Penalties for any person who unintentionally violates the provisions of this chapter shall be as follows:
- i) the standard inspection fee; and

- ii) double the required tree removal or trimming permit fee; and
  - iii) planting double the number of replacement trees required pursuant to section 34.12-5.
- (b) Penalties for an intentional violation of this chapter not associated with development shall be as follows:
- i) the penalties described in subsection a) of this section, above; and
  - ii) the payment of a tree replacement fee in an amount up to, but not to exceed double the value of the destroyed, removed, or damaged tree. The city arborist shall determine the value of the destroyed, removed, or damaged tree by using the most recent edition of the ISA Guide for Plant Appraisal.
- (c) Penalties for an intentional violation in connection with development or anticipated future development on the property shall be the penalties described in subsections (a) and (b) and, in addition, the city manager may, in his or her discretion, refer the violation to the city prosecutor for criminal charges or to the Planning Commission for public hearing. The burden of proof shall be on the city to demonstrate that there is clear and convincing evidence to a reasonable certainty that there is an intentional violation. The planning commission, after considering all of the evidence, may impose the additional penalty of prohibiting the issuance of building or construction-related permits for a period up to five years from the date of the violation for the property upon which the violation occurred.

In determining whether a building permit may be issued with regard to the aforementioned prohibition, the planning commission shall consider whether the tree violation appears to be in furtherance of a development, as evidenced in the extent of tree damage, removal, damage to the root system, and/or excessive trimming of trees within the buildable area of a property; oral or written admissions; actions taken despite prior warnings; notices of violations; and the number and size of the damaged and/or removed trees.

Intentional violations in the context of development or anticipated development of property shall require the planning commission to determine whether restitution trees are to be planted on the property on which the violation occurred or on public land with costs paid to the city for tree selection, planting and maintenance, or a combination of both. The restitution trees shall be subject to either of the survival guarantees described in subsection 34.11(b) (5) or (6).

For purposes of this section, the violation shall be presumed to have occurred on the date the city has actual knowledge of the violation, and the violator shall have the burden of proving an earlier commencement date, if entitlement to an earlier date is claimed.

Notwithstanding the aforementioned prohibition, building or construction-related permits may be issued if in the opinion of the director of planning and building, they are necessary for the preservation of public health, safety or welfare.

- (d) Payment of any penalty and planting of replacement trees shall occur within sixty calendar days of the date the violator was directed to take such action by the director. If the violator does not complete planting of replacement trees within the allotted time, the director may

procure and plant the requisite replacement trees, and the violator shall be responsible for reimbursing the city for such additional costs. Reimbursement is due and payable within thirty calendar days of the city's issuance of a billing statement.

If payment of the penalty or reimbursement costs is not received by the city in sixty calendar days, the city manager can instruct that the outstanding obligation be collected in any of the following manners:

- (1) A civil action in the name of the city, in any court of competent jurisdiction; or
  - (2) Use of a debt collection agency; or
  - (3) A lien on the subject property.
- (e) All penalties and additional costs related to a tree violation must be paid to the city prior to its issuance of building or construction-related permits unless, in the opinion of the director of planning and building, such permits are necessary for the preservation of public health, safety or welfare.

**SECTION 2.** Section 36.410.020 ("Planning Clearances") of Chapter 36 ("Zoning") of the South Pasadena Municipal Code is amended to read as follows:

**36.410.020 Planning Clearances.**

A. Purpose of Section. This Section provides a procedure for issuing Planning Clearances, which are used to verify that a proposed structure or land use activity complies with the allowed list of activities and development standards applicable to the category of use or the zoning district of the subject parcel.

B. Applicability. Generally, any project requiring a Building Permit in compliance with the Uniform Building Code that will result in additional floor area requires a Planning Clearance to determine compliance with this Zoning Code. It is at this point that the Department staff advises the property owner or applicant if not the property owner, of further approvals that may be needed. If no further approvals are needed, the project may then proceed to the Building Permit process.

Planning Clearance required.

a. Specifically, a Planning Clearance shall be required for:

- (1) The use of vacant non-residential land or structures, which shall be filed at least 14 days before the date the use is to be commenced;
- (2) A structure which is to be erected or remodeled, which shall be filed in conjunction with the companion Building Permit application; and

i. Tree removals and trimming. Should a specific development project require the removal of trees, or the trimming of trees, no building permits shall be issued until the property owner, or applicant if not the property owner, obtains a permit pursuant to SPMC Chapter 34 (Trees and Shrubs).

ii. Penalty for tree violations. Pursuant to SPMC Section 34.16 (Violations) of Chapter 34 (Trees and Shrubs), it is unlawful for any person to remove or transplant any significant or mature heritage tree, a significant or mature native species tree, or a significant or mature Oak tree from any property within the City unless a tree removal permit is first obtained from the City. It is unlawful for any person to trim or prune more than 20 percent of the live foliage or limbs of any significant or mature heritage tree located within the City within any 12-month period, or cause the same to be done, without first obtaining a tree trimming permit from the City. It is unlawful for any person to trim or prune more than 10 percent of the live foliage or limbs of any significant or mature Oak or significant or mature native species tree located within the City within any 12-month period, or cause the same to be done, without first obtaining a tree trimming permit from the City. It is unlawful for any person to damage or cause to be damaged any significant or mature heritage tree, a significant or mature Oak tree, or a significant or mature native species tree located within the City. It is unlawful for any person to remove any significant or mature tree or shrub from the parkway area between a sidewalk or private property line and street curb, without the written permission of the Public Works Director or designee.

With respect to a violation of Chapter 34 (Trees and Shrubs), and pursuant to Section 34.17 (Penalties), if it appears that the violation is related to development or anticipated future development on the property and the violation warrants an additional penalty, the City Manager may also refer the violation to the Planning Commission for a public hearing. The burden of proof shall be on the City to demonstrate that there is clear and convincing evidence to a reasonable certainty that there is an intentional violation. The Planning Commission may then hold a public hearing. The Planning Commission, after considering all of the evidence, may impose the additional penalty of prohibiting the issuance of building or construction-related permits for a period of up to five years from the date of the violation for the property upon which the violation occurred.


**SECTION 3. SEVERABILITY.** If any provision, section, paragraph, sentence or word of this ordinance, or the application thereof to any person or circumstance, is rendered or declared invalid by any court of competent jurisdiction, the remaining provisions, sections, paragraphs, sentences or words of this ordinance, and their application to other persons or circumstances, shall not be affected thereby and shall remain in full force and effect and, to that end, the provisions of this ordinance are severable.

**SECTION 4. CEQA.** This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 14 Cal. Code Regs. Section 15308 as an agency regulatory framework that is intended to assure the maintenance, restoration, enhancement or protection of the environment.

**SECTION 5. EFFECTIVE DATE.** This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code Section 36937.

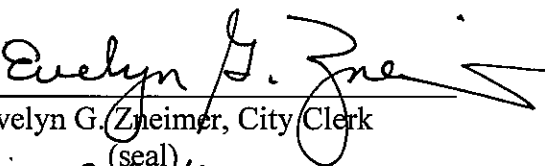
**SECTION 6.** This ordinance shall take effect thirty (30) days after its final passage and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.


**PASSED, APPROVED, AND ADOPTED ON** this 6<sup>th</sup> day of February, 2019.

  
\_\_\_\_\_  
Marina Khubesrian, M.D., Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

  
\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

Date: 2/8/19

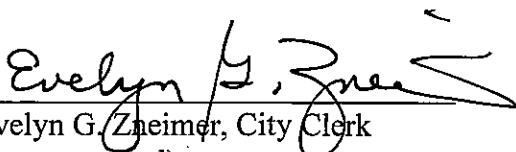
**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6<sup>th</sup> day of February, 2019, by the following vote:

**AYES:** Cacciotti, Mahmud, Schneider, Joe, and Mayor Khubesrian

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

**RESOLUTION NO. 7360****A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ESTABLISHING A LIST OF PROTECTED NATIVE  
TREES, ADDING DROUGHT TOLERANT TREES  
AND RESCINDING RESOLUTION NO. 6509**

**WHEREAS**, on December 3, 1997, Resolution No. 6509, was adopted by City Council to establish a list of protected native tree species; and

**WHEREAS**, the native tree list required updating; and

**WHEREAS**, a new list of drought tolerant trees was created due to the drought in California; and

**WHEREAS**, the City of South Pasadena's Natural Resources and Environmental Commission has reviewed the list of protected native trees and recommends the City Council update the list and add a list of drought tolerant trees.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The City Council hereby adopts the attached updated list of protected native and drought tolerant trees and rescinds Resolution No. 6509.

**SECTION 2.** The City Council of the City of South Pasadena hereby finds that the following species of trees are native Southern California for purposes of protection and regulations as specified in the South Pasadena Municipal Code.

**Common Name****Scientific Name**

Coast Live Oak *	Quercus agrifolia
Holly Oak *	Quercus ilex
Southern Live Oak *	Quercus virginiana
Scrub Oak *	Quercus berberidifolia
Canyon Live Oak *	Quercus chrysolepis
Engelmann Oak *	Quercus engelmannii
California Black Oak *	Quercus kelloggii
Interior Live Oak *	Quercus wislizeni
California Bay Laurel *	Umbellularia californica



Desert Willow \*  
 Catalina Ironwood \*  
 California Sycamore \*  
 Toyon \*  
 So. California Black Walnut \*  
 Hollyleaf Cherry \*

Chilopsis linearis  
 Lyonothamnus floribundus asplenifolius  
 Platanus racemosa  
 Heteromeles arbutifolia  
 Juglans californica  
 Prunus ilicifolia

\* *California Native*

**SECTION 3.** The City Council of the City of South Pasadena hereby finds that the following species of trees are drought tolerant tree species for purposes of water conservation.

**Common Name**

**Scientific Name**

Fruitless Olive Tree	Olea europaea 'Majestic Beauty'
Shoestring Acacia	Acacia stenophylla
Incense Cedar	Calocedrus decurrens
Fruitless Sweetgum	Liquidambar styraciflua 'Rotundiloba'
Golden Trumpet Tree	Tabebuia chrysotricha
Willow Pittosporum	Pittosporum phillyraeoides
Pink Trumpet Tree	Tabebuia impetiginosa
Chinese Hackberry	Celtis sinensis
'Pink Dawn' or 'Morning Cloud'	Chitalpa tashkentensis
Chinese Fringe Tree	Chionanthus retusus
Paperbark Tree	Melaleuca quinquenervia
Australian Bottle Tree	Brachychitons
Blue Palo Verde	Parkinsonia florida
Desert Museum Palo Verde	Cercidium x 'Desert Museum'
African Sumac	Rhus lancea
Australian Willow	Geijera parviflora
Flaxleaf Paperbark	Melaleuca linarifolia
Chinese Pistache	Pistacia chinensis
Blue Atlas Cedar	Cedrus atlantica
Crape Myrtle	Lagerstroemia indica
Western Redbud	Cercis occidentalis
Strawberry Tree	Arbutus Marina
Fan-Tex Ash	Fraxinus velutina 'Rio Grande'
Sweet Bay	Laurus nobilis
Afghan Pine	Pinus eldarcia
Columbia Plane Tree	Platanus 'Columbia'
Ornamental Pear	Pyrus 'Chanticleer'
California Pepper	Schinus molle
Saw-Leaf Zelkova	Zelkova serrate

**SECTION 4.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.


**PASSED, APPROVED AND ADOPTED ON** this 2<sup>nd</sup> day of July, 2014.



Marina Khubesrian, M.D., Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
Evelyn G. Zneimer, City Clerk  
(seal)

  
Richard L. Adams II, City Attorney


**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 2<sup>nd</sup> day of July, 2014, by the following vote:

**AYES:** Cacciotti, Joe, Mahmud, Schneider, and Mayor Khubesrian

**NOES:** None

**ABSENT:** None

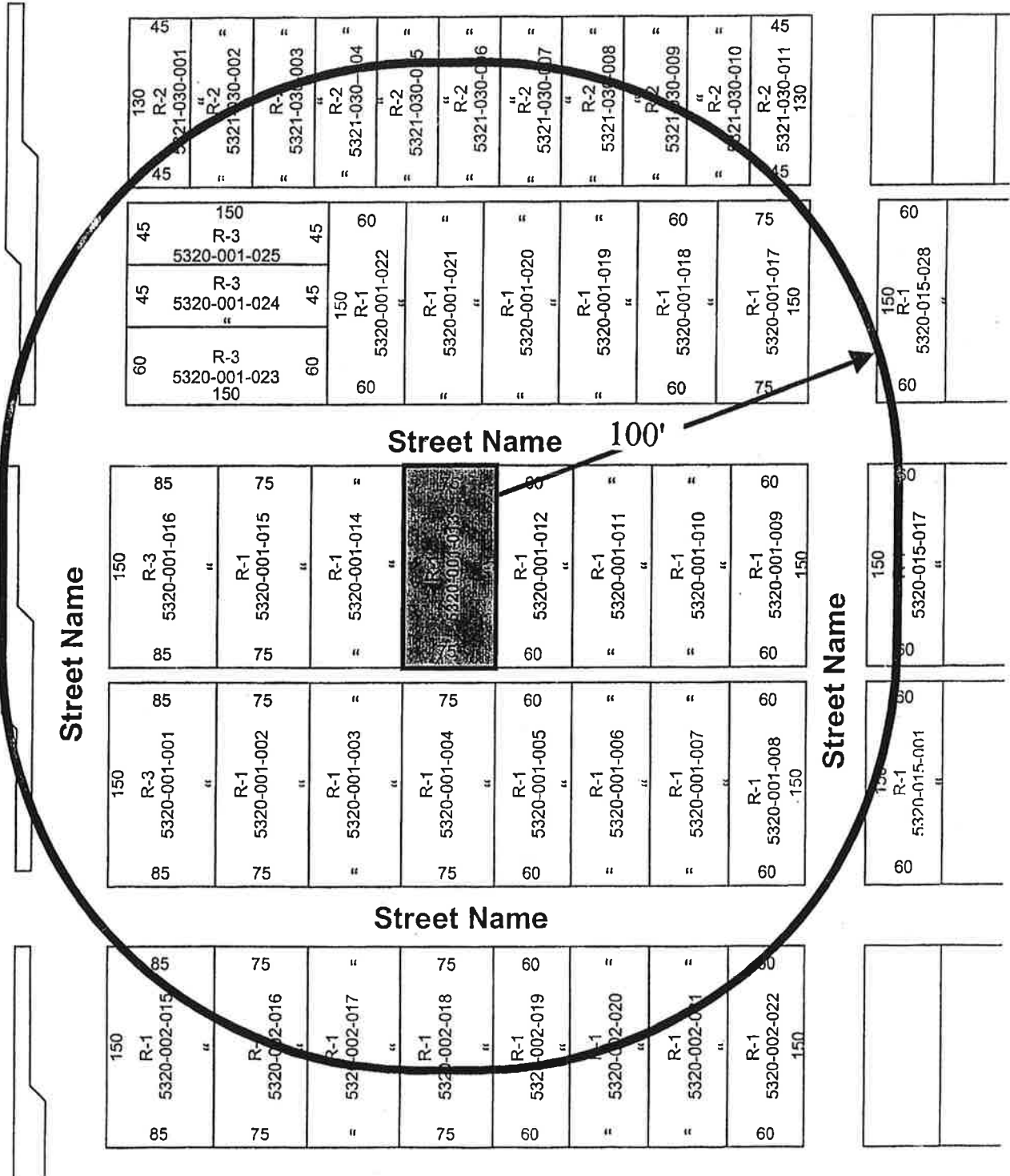
**ABSTAINED:** None

  
Evelyn G. Zneimer, City Clerk  
(seal)

# CITY OF SOUTH PASADENA SAMPLE 100-FOOT RADIUS MAP

**Data Required:**

- 100-foot Radius from exterior boundaries of Project Site.
- Property Owners/Occupants Names and Addresses listed on attached labels and keyed with Assessor's Parcel Number.



CITY OF SOUTH PASADENA  
LIST OF RADIUS MAP SERVICES

Disclaimer:

The following services are provided for information only and are NOT endorsed or recommended by the City of South Pasadena. Other companies may exist that provide the same services.

**GC Mapping Services**  
3055 W. Valley Blvd.  
Alhambra, CA 91803  
626-782-7879

**AM Mapping Service**  
7211 Haven Avenue, Suite E 375  
Alta Loma, CA 91701  
626-403-1803

**Susan W. Case, Inc.**  
917 Gleneyre Street, Suite 7  
Laguna Beach, CA 92651  
949-494-6105  
Fax: 949-494-7418

**Jess Esparza & Associates**  
6107 York Blvd.  
Los Angeles, CA 90042  
213-880-3832

**Quality Mapping Service**  
14549 Archwood Street #301  
Van Nuys, CA 91405  
818-997-7949  
Fax: 818-997-0351

**JPL Zoning Services, Inc.**  
6257 Van Nuys Blvd., Suite 101  
Van Nuys, CA 91401  
818-781-0016  
Fax: 818-781-0929

## CONSTRUCTION PROJECT TREE INFORMATION

The City of South Pasadena has regulations to protect trees<sup>1</sup>, including those on private property. Construction projects are reviewed for their potential effects on trees located on both the subject property and neighboring properties. This review is also mandated by State law [the California Environmental Quality Act –CEQA]. Trees will be reviewed by the Public Works department as part of the City’s review of the formal project submittal (for Design Review, a Certificate of Appropriateness, a Hillside Development Permit, etc.)<sup>2</sup>. Trees are also reviewed for smaller projects (such as swimming pools, driveways, fences, etc.). *Applications that lack the required tree details will not be reviewed until these are provided in full.*

**The following details are required on either a separate tree plan or on the site plan:**

1. 1/8" scale (or larger)
2. All property lines
3. Footprint of existing structures
4. Area of addition/s (or new construction if a new project)
5. Area/s of any new driveways, parking areas, decks, swimming pools, etc.
6. Locations of all<sup>3</sup> Mature, Heritage, Significant, oak or native trees on the lot<sup>4</sup>
7. Locations of all trees on neighboring properties within 15’ of the area of proposed construction (measured from the closest point of construction to the closest point of the tree canopy). [This is to ascertain the possible impact on root systems and overhead limbs.]
8. All trees are to be numbered.
9. Indicate any trees that will be removed or trimmed to accommodate the proposed project.
10. Show the canopy of each tree (accurately drawn to scale—do not use generic CAD templates).
11. Provide a table:

Tree number	Species	DBH (Diameter at breast height [4’ above the ground])	Effect of project (remove, trim, protect, none, etc.)

12. Provide an aerial photo (Google Earth or similar) of the lot and adjacent lots.
13. Arborist’s report. If an arborist has already evaluated the trees, please provide a copy of this report.  
**Note:** The City may require an arborist’s report, depending on the types/sizes of trees and the impact of the proposed project on them.

Because trees can also be affected by construction activity, the following information should be provided as soon as it is available. (These specific details may not be available until the construction phase of the project [so must be shown on the construction drawings], but the City strongly recommends that these potential impacts are taken into consideration during the design phase of the project.) The Planning department will advise if these details are required prior to project approval.

- a. Show the path/s of travel for construction vehicles (trucks, concrete trucks, etc.)
- b. Indicate any areas where a crane/lift truck, etc. will operate (this could impact tree limbs)
- c. Indicate any areas where dumpsters, building materials, etc. will be stored during construction

Tree removals require a Tree Removal Permit. Fees apply, and the City’s tree ordinance requires that replacement trees be planted (or in-lieu fees paid to the City). Details of this process can be obtained from the Public Works department (626 403 7240)

<sup>1</sup> The City’s tree regulations can be found at <http://www.qcode.us/codes/southpasadena/view.php?topic=34&showAll=1&frames=on>  
<sup>2</sup> It is strongly recommended that homeowners discuss proposed projects with the Public Works department early in the design process. Trees can be affected by construction activity (for example, cranes can damage tree limbs; heavy trucks can damage roots, excavation for foundations or swimming pools can cut roots, etc.). And certain costs (permit fees and replacement trees) apply for tree removal. Early identification of these issues may allow the project to be designed as to avoid impacting trees, which are a valuable natural resource.  
<sup>3</sup> Most project submittals only require that the listed trees be shown. The City will advise if additional trees must also be shown.  
<sup>4</sup> See reverse for further information (SPMC 34.1)

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**CITY OF SOUTH PASADENA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION  
1414 Mission Street - South Pasadena - CA 91030 - 626-403-7240**

**PRIVATE PROPERTY TREE REMOVAL/REPLACEMENT PERMIT APPLICATION**

*Please submit site plan if more than three (3) trees are involved.*

**Inspection Fee: \$134**

PERMIT NO. \_\_\_\_\_

**Permit Fee: \$346; 4 or more \$480**

All fees are nonrefundable

Job Site: \_\_\_\_\_

Property Owner's Name(S): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City Business License No: \_\_\_\_\_

**Trees 4" in diameter or greater are Mature Trees - Include all conditions warranting the removal  
Please Submit plan if more than three (3) trees are involved**

Tree(s) Diameter	Type of Tree(s)	Location of Tree	Reason for Removal

**Office Use Only:**

Application Received: \_\_\_\_\_ Tree Removal and Replacement Plan: \_\_\_\_\_ Arborist Report: \_\_\_\_\_

Project Narrative: \_\_\_\_\_ Proposed Development Plan: \_\_\_\_\_ Site Plan: \_\_\_\_\_ NREC Hearing Date: \_\_\_\_\_

Comment Period Begins: \_\_\_\_\_ Comment Period Ends: \_\_\_\_\_ Permit Ready: \_\_\_\_\_

**PRIVATE PROPERTY TREE REMOVAL/REPLACEMENT PERMIT CONDITIONS:**

- (1) Conditions must exist to warrant the removal of any mature tree. Healthy trees which are not causing a hardship on the property owner shall not be approved for removal.
- (2) Tree removals will include complete removal of the stump and backfill of the hole.
- (3) For every tree approved for removal, multiple replacement trees must be planted anywhere on the owner's property or on City's property upon City's approval. For replacement tree(s) planted in the parkway, root barriers will be required to control the root system. The size of the replacement tree(s) is (are) based on the diameter of the trunk and the type of tree(s) for removal. The replacement tree(s) must be a minimum of 24" box size or as specified by the Engineering Division.
- (4) Replacement trees must be planted within 90 days of the **issuance date on the permit**.
- (5) Prior to planting the replacement trees, a final inspection must be conducted by the City inspector to verify conformance with tree replacement requirements. Please call to schedule an appointment at (626) 403-7370, Monday through Thursday, 7:30 a.m. to 4:00 p.m.
- (6) **A 100-foot radius map and mailing labels shall be required to provide public notice of the tree removal. Residents within a 100-foot radius of the property shall be given 15-days to comment on the tree removal prior to issuance of the permit.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*City use only*

1. Recommended for Approval or Denial Type/Variety Inspected: \_\_\_\_\_

Size of Tree: \_\_\_\_\_ Replacement Tree Size: \_\_\_\_\_ Qty: \_\_\_\_\_ Due by: \_\_\_\_\_

Comments:  
\_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

2. Recommended for Approval or Denial Type/Variety Inspected: \_\_\_\_\_

Size of Tree: \_\_\_\_\_ Replacement Tree Size: \_\_\_\_\_ Qty: \_\_\_\_\_ Due by: \_\_\_\_\_

Comments:  
\_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

3. Recommended for Approval or Denial Type/Variety Inspected: \_\_\_\_\_

Size of Tree: \_\_\_\_\_ Replacement Tree Size: \_\_\_\_\_ Qty: \_\_\_\_\_ Due by: \_\_\_\_\_

Comments:  
\_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_