



TREE REMOVAL APPLICATION

Application fee due upon submittal: \$560.00

City of Cerritos approval is required prior to the removal of any tree located on a commercial, industrial, or multifamily residential property or a common area governed by a homeowners association (HOA). Trees on these properties are governed by Sections 9.75.130 and 9.75.135 of the Cerritos Municipal Code, which is available on the City of Cerritos website at www.cerritos.us under GOVERNMENT » City Regulations » Cerritos Municipal Code » Title 9 » Chapter 9.75. Implementation standards for tree removal and replacement are set forth in this application.

For the removal of a parkway tree located adjacent to a street, please see Section 6.0 below for additional information.

1.0 PROPERTY/CONTACT INFORMATION

1.1 Name of shopping center, business, or HOA: _____

1.2 Primary property address: _____

(If the property is a HOA or apartment complex, provide the "Tree Address" listed in Table 1.2.1 below. If the property is commercial or industrial and has multiple addresses, provide the primary address [e.g., major tenant address] for record purposes. Actual tree locations shall be provided in Section 3.0 below.)

**Table 1.2.1
Tree Addresses**

The following "tree addresses" (ending with the letter "T") for HOAs and apartment complexes are to be listed as the primary property address in item 1.2 on page 1 of this application, for record purposes only.

HOA/Apartment	Tree Address
Boardwalk	17850T Palo Verde Avenue
Carmenita Village	13558T Village Drive
Cerritos Terrace	12920T Maui Court
Cerritos Garden Apartments	18944T Vickie Avenue
Cerritos Villas	12446T Dawn Lane
Concord Place	16604T New England Lane
Courtside (The Courts)	16320T Norwalk Boulevard
Del Rio HOA	18729T Del Rio Place
Emerald Villas	19435T Jewel Drive
Encore	16611T Symphony Lane
Fountain Walk	13437T Cascade Court
Four Trees	18427T Studebaker Road

HOA/Apartment	Tree Address
Apartments	
Granada Park	12575T Hiddencreek Way
The Grove at Cerritos (formerly Vintage/Avalon)	11000T New Falcon Way
Parkside	16500T Redwood Drive
Pioneer Villas	11830T Jackson Street
Plaza Walk	18810T Pioneer Boulevard
Royal Terrace	12326T 195th Street
Shadow Park	12770T Alconbury Street
Sundance	12439T Pinegrove Lane
The Palms	17313T Norwalk Boulevard
Tiburon	12230T Cedarcrest Drive
Woodvale	16621T Bloomfield Avenue

1.3 Property owner name: _____

1.4 Applicant contact name: _____

1.5 Applicant business name: _____ 1.6 Phone number: _____

1.7 Applicant address: _____

1.8 Applicant email: _____

2.0 TREE REMOVAL STANDARDS

The following standards shall apply for all tree removals:

- 2.1 Eligibility – City of Cerritos approval for removal of a tree may be granted only if the tree:
 - Is dead,
 - Is dying,
 - Is diseased,
 - Poses a potential public safety hazard, and/or
 - Has the potential to damage public and/or private property.
- 2.2 Prior Written Review/Approval – No tree shall be removed without prior written approval by the City of Cerritos Department of Community Development. With the submittal of this application, City staff will conduct an inspection and, upon determining whether the tree meets the eligibility criteria outlined above, will provide written approval or denial of removal.
- 2.3 One-for-One Replacement – Each removed tree must be replaced with at least one new tree on the same property, the species and size of which must be approved by the City of Cerritos.
- 2.4 Overall Quantity – No more than five (5) trees or five percent (5%) of the total tree count within the subject property, whichever is greater, shall be approved for removal within any given calendar year. The purpose of this is to prevent sudden visual changes in the landscape. Exceptions to this limit may be approved under a Master Tree Removal/Replacement Plan, prepared by a California-licensed landscape architect, which is subject to Planning Commission and City Council review and approval.

3.0 TREE INFORMATION

Complete the table below with information regarding the tree(s) proposed for removal. Attach additional sheet(s) if necessary.

	Approximate address or location description	Species	Reason for removal*	Proposed replacement species	Proposed tree size	Proposed location
1.						
2.						
3.						
4.						
5.						

* Tree must meet one of the eligibility criteria in item 2.1 above in order to be considered for removal.

Property address: _____
(same as item 1.2 on page 1)

FOR OFFICE USE ONLY	A/P# _____ <i>(Project Reference Number)</i>
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4.0 REQUIRED PLAN SPECIFICATIONS

Check the boxes below to acknowledge the submittal, with this completed application, of **three (3) hard copies** of plans as specified below (including all listed details). This application will not be accepted via e-mail.

- 4.1 Site plan (minimum 11" x 17") showing:
 - 4.1a: Primary property address identified in item 1.2 above
 - 4.1b: Name of HOA or development, if applicable
 - 4.1c: North arrow
 - 4.1d: Labeled streets
 - 4.1e: Location of trees proposed for removal, numbered according to the table in Section 3.0 above
 - 4.1f: Minimum 4" by 6" blank/white area for approval stamp
 - 4.1g: Drawing must be clear and legible. A clear aerial image may be accepted in lieu of a drawing, provided that the plan contains all other information listed above.

- 4.2 Photograph sheets (minimum 11" x 17") showing:
 - 4.2a: At least one color photo (minimum 4" x 6") of each tree proposed for removal, numbered according to the table in Section 3.0 above
 - 4.2b: Additional photos depicting the condition of each tree or its surroundings to demonstrate at least one of the eligibility criteria in item 2.1 above

5.0 HOA INFORMATION (if applicable)

This section must be completed if the subject property is located in a homeowners association (HOA).

5.1 HOA Name: _____

5.2 What is the highest level of review and approval required by your HOA for the removal and replacement of HOA trees? Check one:

- Board of Directors Architectural/Design Review Committee
- Property Manager Other (please describe): _____

5.3 HOA approval noted in Section 5.2 above was granted on _____ (date).

5.4 Section 7.0 below must be signed by an authorized HOA representative. Provide the representative's information below.

Printed Name: _____ Title: _____

Property address: _____
(same as item 1.2 on page 1)

FOR OFFICE USE ONLY	A/P# _____ <i>(Project Reference Number)</i>
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6.0 PARKWAY TREE REMOVAL

The City of Cerritos maintains separate procedures for the removal of a parkway tree located adjacent to a street. Consult the applications referenced below for details.

- Private Parkway Tree
Description: Tree located adjacent to a private street and which a HOA requires an individual homeowner to be responsible for replacement (e.g., Shadow Park)
Contact: Department of Community Development at (562) 916-1201
Application: "Private Parkway Tree Removal Application"
http://www.cerritos.us/RESIDENTS/_pdfs/private_parkway_tree_removal_application.pdf
- Public Parkway Tree
Description: Tree located adjacent to a public street owned and maintained by the City of Cerritos
Contact: Department of Public Works at (562) 916-1220
Application: "City of Cerritos Parkway Tree Removal Application Form"
http://www.cerritos.us/RESIDENTS/_pdfs/city_parkway_tree_removal_application.pdf
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7.0 ACKNOWLEDGEMENT

By signing below, I acknowledge an understanding of the following declarations:

- 7.1 Review of Requirements. I declare, under penalty of making a false statement, that I have read and understand the statements and requirements of this application.
- 7.2 Conditions of Approval. I understand and will comply with the following conditions of approval:
 - 7.2a: Prior to installation of replacement tree(s), the City Arborist shall be contacted at (562) 407-2659 to inspect the tree(s) to verify species, size, and good health.
 - 7.2b: Ongoing trimming of all trees on the subject property shall be subject to approval of a Tree Pruning Permit and shall be performed in accordance with standards set forth in Cerritos Municipal Code Chapter 9.75.
- 7.3 Plan Adherence.
 - 7.3a: No tree shall be removed without prior written approval by the City of Cerritos Department of Community Development in a form similar to Exhibit A attached to this application.
 - 7.3b: The undersigned warrant that the plans submitted for review in connection with this application are complete and accurate. Approval of the submitted plans is subject to the applicant having submitted accurate information.
 - 7.3c: All work shall be performed in accordance with the approved plans and application. If modifications or deviations from the approved plans and application are deemed necessary, any and all such modifications shall be submitted in the form of revised plans and revised application to the Department of Community Development for review in accordance with the requirements set forth herein. No modification or deviation shall proceed without prior written approval by the Department of Community Development. If these requirements are violated, the City of Cerritos may require the work to be completely removed and redone in accordance with the approved plans.

Property address: _____
(same as item 1.2 on page 1)

FOR OFFICE USE ONLY	A/P# _____ <i>(Project Reference Number)</i>
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7.4 Penalties for Violation. A violation of the statements and requirements of the Municipal Code may constitute an infraction punishable pursuant to Section 1.08.020 of the Cerritos Municipal Code.

I acknowledge and understand declarations 7.1 through 7.4 above.

7.5 Applicant's signature: _____ Date: _____

7.6 Authorized HOA or property owner signature: _____ Date: _____

7.7 Primary property address: _____
(same as item 1.2 on page 1)

FOR OFFICE USE ONLY		
<p>Receptionist check</p> <p><input type="checkbox"/> Application is complete</p> <p><input type="checkbox"/> Signature of applicant and HOA representative (if applicable) provided</p> <p><input type="checkbox"/> Required attachments are provided: plans and photos (4.1 and 4.2)</p> <p><input type="checkbox"/> <u>Only if complete:</u> refer to Planner for review</p>	<p>Planner check</p> <p><input type="checkbox"/> Review aerial photo and submitted photos to check proposal against existing conditions</p> <p><input type="checkbox"/> Project complies with application requirements</p> <p><input type="checkbox"/> Refer to City Arborist for inspection and determination</p> <p style="margin-left: 40px;">Date transmitted: _____</p> <p style="margin-left: 40px;">Date received: _____</p> <p><input type="checkbox"/> Computer permit entry:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Check that an application is not already entered for this application and property</p> <p style="margin-left: 20px;"><input type="checkbox"/> Computer codes: Use Application » TREES</p> <p style="margin-left: 20px;"><input type="checkbox"/> Note additional project-specific conditions of approval in the permit description and on the plans</p> <p><input type="checkbox"/> Issue response letter</p>	<p style="text-align: center;"><u>Project Reference Number:</u></p> <p style="text-align: center;">A/P# _____</p>

Exhibit A: Sample City Response Letter

This exhibit is a sample only. The actual letter of approval or denial will be printed on City letterhead.

[Date]

Subject: **Application for Removal and Replacement of [#] Trees**
[Development Name]
[Primary Property Address]
Use AP# _____

Dear _____:

The City of Cerritos received your application for tree removal at the aforementioned property on ___[date]___. Your request is hereby (as checked below):

- Approved, subject to the following standard conditions of approval listed in Section 7.0 of the Tree Removal Application:
 - 7.2a: Prior to installation of replacement tree(s), the City Arborist shall be contacted at (562) 407-2659 to inspect the tree(s) to verify species, size, and good health.
 - 7.2b: Ongoing trimming of all trees on the subject property shall be subject to approval of a Tree Pruning Permit and shall be performed in accordance with standards set forth in Cerritos Municipal Code Chapter 9.75.

- Conditionally approved, subject to the following conditions of approval in addition to the standard conditions of approval listed above:
 - _____
 - _____
 - _____

- Denied because the subject tree(s):
 - Is/are not dead
 - Is/are not dying
 - Is/are not diseased
 - Does/do not pose a potential public safety hazard
 - Does/do not have the potential to damage public and/or private property

Additional comments: _____

Should you have any questions regarding this determination, please do not hesitate to contact me at (562) 916-1201.

Sincerely,

[Planner Name]
[Planner Title]

Attachments: Application and Plans
cc Current Planning Manager
Parks Superintendent
City Arborist