



PUBLIC TREE TRIMMING/REMOVAL INTAKE FORM

City of Palos Verdes Estates
Public Works Department
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274
(310) 378-0383

FOR CITY USE ONLY SECTION
TREE REQUEST NUMBER:

SECTION ONE: TO BE FILLED OUT BY THE REQUESTEE

TREE LOCATION	REASONS FOR THE REQUEST
<p>Tree Location Address _____</p> <p><input type="checkbox"/> Tree Trimming Request¹ <input type="checkbox"/> Tree Removal Request²</p> <p>¹May Require Parklands and City Council Approval. ²Requires Additional Approval from Parklands Committee & City Council.</p> <p>Is the tree adjacent to the Requestee's property?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No³</p> <p>³Requires A Concurrence Letter from the Adjacent Property Owner or Requires Additional Approval from Parklands Committee & City Council.</p> <p>Is the Tree on Public or Private property?</p> <p><input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Unknown</p> <p>Location of Tree(s).</p> <p><input type="checkbox"/> Front Yard <input type="checkbox"/> Side of property <input type="checkbox"/> Behind Property</p> <p>Attach photos of the tree(s) that clearly depict the location and concerns.</p>	<p style="text-align: center;">SELECT ALL THAT APPLY:</p> <p><input type="checkbox"/> Maintenance Trimming</p> <p><input type="checkbox"/> Safety Concerns</p> <p><input type="checkbox"/> View Concerns</p> <p><input type="checkbox"/> Construction or Design Request</p> <p><input type="checkbox"/> Other, describe below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

REQUESTEE INFORMATION
<p>Requestee Name _____ <input type="checkbox"/> Owner <input type="checkbox"/> Renter⁴</p> <p>Address _____</p> <p>City _____ Zip _____</p> <p>Phone _____ E-mail _____</p> <p style="text-align: center;">⁴Requires a letter from the Property Owner consenting to the request before work can be approved by City.</p>

DESCRIPTION OF TREE(S) TYPE AND LOCATION	PROVIDE EXPLANATION FOR REQUEST

SECTION ONE CONTINUED

No work shall be started until approval confirmation has been received and valid permit(S) have been issued. The undersigned requestee certifies that they will hire a contractor who holds a current and valid California Contractor’s license, proper and current insurance, and a City of Palos Verdes Estates business license. The applicant has read and understands all pertinent requirements, polices, and procedures of the City of Palos Verdes Estates.

Requestee Signature

Date

SECTION TWO: TO BE FILLED OUT BY CITY URBAN FORESTER

TREE OBSERVATIONS & RECOMMENDATION

The request has been reviewed by the City Urban Forester, and has the following recommendation:

Tree location is:

Public Private, application deemed inapplicable. Requestee to Contact Palos Verdes Home Association at (310) 373-6721.

Trim tree. The requestee shall have the contractor fill out Section Three of this Tree Intake Form.

Additional comments/ observations:

The Requestee shall submit an application to the Parklands Committee and City Council.

If the action is approved by the Parklands Committee, then attach a copy of the Memorandum document. The Requestee shall hire a contractor to fill out Section Three of this Tree intake form. If the action is denied, see the flow chart for additional information regarding the next steps.

Additional comments/ observations:

If the Requestee is the renter or adjacent property owner, is the property owner approval letter attached?

Yes No Not Applicable

Are the photos depicting the tree(s) attached Yes No

Planning Commission

Was an associated design request approved by the Planning Commission?

No Not Applicable Yes, Meeting Date _____ Resolution No. _____

SECTION THREE: TO BE FILLED OUT BY THE REQUESTEES HIRED CONTRACTOR

This section is to be filled out after Sections 1 & 2 have been completed.

CONTRACTORS INFORMATION

Contractor _____

City Business License No. _____

Contractor's C61/D49 License No. _____

Address _____

City _____ Zip _____

Phone _____

E-mail _____

ATTACH COPIES OF ADDITIONAL DOCUMENTS

- Contractor's License by the State of California C61/D49
- Contractor's Palos Verdes Estates city business license
- General liability insurance certificate
- Insurance endorsement on a separate form from general liability certificate, stating:
"The City of Palos Verdes Estates, its officers, agents, and employees are named as additional insureds."

No work shall be started until a valid tree trimming/encroachment permit is obtained; separate encroachment permit application form is required. The undersigned contractor certifies that they hold a current and valid C61/D49 California Contractor's License and a City of Palos Verdes Estates business license. The Requestee and Contractor have read and understand all pertinent requirements, policies, and specifications of the City of Palos Verdes Estates.

Requestee Signature

Date

SECTION ONE OF TREE INTAKE FORM

Verify Ownership of the Tree and Next Steps by Completing PVE Tree Trimming/Removal Intake Form

Private tree

Contact PVHA (310) 373-6721

Public tree

To trim tree

To request tree removal

APPLICATION CAN BE FOUND AT THE FOLLOWING LINK:
<https://www.pvestates.org/government/commission-and-committees/parklands-committee>

Is trimming in excess of "Maintenance Trimming"?

Yes

No

Is tree adjacent to Applicant's property?

No

Yes

Written approval obtained from adjacent property owner?

Yes

No

Submit application to Parklands Committee & pay application fee

Attend Parklands Committee meeting

What did Parklands recommend?

Deny Request

Trimming

Removal

Determine if want to appeal to Council; submit to Council within 15 days of Parklands meeting

Wait for City Council decision at Council meeting

Trimming approved

Removal approved

Action denied

Hire a C61/D49 licensed tree trimming company

Have C61/D49 licensed contractor apply for and obtain tree trimming permit(s) from City Hall and pay any applicable fees

Schedule trimming for appropriate season as indicated on permit

Perform trimming – stop work if active bird nests are found

Follow tree replacement instructions as detailed on permit

Replacement tree required?

Yes

No

Hire a C61/D49 licensed tree removal company

Have C61/D49 licensed contractor apply for and obtain permit(s) from City Hall and pay applicable fees

Remove (and plant) tree as specified on permit – stop work if bird nest found

SECTION THREE OF TREE INTAKE FORM

* For Concession Trees, City Forester can approve additional trimming which may require additional fees.

NOTE: SECTION TWO OF THE TREE INTAKE FORM TO BE FILLED OUT BY THE CITY URBAN FORESTER AFTER REVIEW OF SECTION ONE.