# APPLICATION FOR PRUNING AND REMOVAL OF CITY TREES

Department of Public Works
Parks Division
26 Corte Madera Avenue
Mill Valley, CA 94941

| FEES | $281.35 total fee for trim, brace, or alteration<br>$473.24 total fee removal of any tree under 20" in diameter<br>$1,221.52 total fee removal of any tree over 20" in diameter, requires Tree Committee Approval |
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Property Owner or Representative: _____

Resident Address: _____

Phone Number: _____

Email Address: _____

Location of trees: _____

Tree species: _____ Diameter (DBH): _____

Description and reason for work to be performed:

_____

_____

_____

Owner or Representative Signature: _____ Date: _____

Contractor Name: _____ CA Contactor License # _____

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PLEASE ATTACH CERTIFICATES OF INSURANCE
MUST HAVE CITY OF MILL VALLEY BUSINESS LICENSE.

APPROVED PERMITS ARE ONLY VALID ONCE TREE WORK SCHEDULE IS PROVIDED TO THE DEPARTMENT OF PUBLIC WORKS - PARKS DIVISION, CARE OF:
Mark Neumann, Operations Superintendent
mneumann@cityofmillvalley.org | (415)388-4708

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|---|---|
| ☐ APPROVED BY DPW SUPERVISOR / TREE COMITTEE<br>☐ DENIED BY DPW SUPERVISOR / TREE COMITTEE | Signed: _____<br>Date: _____ |

Comments:

## 12.04.040 Planting, Care and Removal of Public Trees and Shrubs

**A. Permit Required.** No person, except City employees working under supervision of the Parks Superintendent and in accordance with this Chapter, shall plant, remove, replace, trim, brace, or in any manner alter or destroy public trees and shrubs without first obtaining a permit as hereinafter set forth. Provided, however, that public utility companies rendering service within the City of Mill Valley shall be authorized in cases of immediate emergency to cut, remove, or trim any tree or shrub so far as may be necessary to protect the physical property of such public utility company from injury, or to prevent any disruption of service which the company provides.

**B. Permits.** Any person who desires to plant, remove, replace, trim, brace, or in any manner alter public trees and shrubs, shall file an application for a permit with the Parks Superintendent of the City of Mill Valley, except for Heritage Trees, which shall be filed in accordance with Chapter 20.67 of this Code. The application shall be accompanied by the appropriate filing fee as established by resolution of the City Council. All work to be done under the permit shall be done at the applicant's expense. The Parks Superintendent shall be notified 48 hours in advance of commencement of work.

**C. Public Notice.** The City shall provide public notice when considering authorization for removal of any public tree over 20" in diameter, measured 4' above the ground; or for any tree that, in the opinion of the Parks Superintendent, may have significant value to the neighborhood and/or community. Such notice shall be posted on or near the tree ten (10) days prior to the ruling and shall be mailed to the owners of property (as identified on the latest equalized assessment roll) within 300 feet of the tree. The notice shall contain: 1) A brief description of the tree to be removed and its location, 2) The address where copies of the permit application are to be available for public review,3) Methods of public response, 4) Date the decision will be made and where the decision results may be obtained.

**D. Standard of Issuance.** The Parks Superintendent shall consider the history of the tree or types of trees when making a decision regarding the permit for tree removal. In the instance of the tree being in excess of 20 inches in diameter the decision will be made by the Tree Committee. The Committee shall consist of the Parks Superintendent, one staff member from the City Planning Department and one representative from the Parks and Recreation Commission. Removals shall be allowed when characteristics of a tree are so undesirable that the negative factors clearly outweigh any positive effects to the community that would result if the tree were retained. The permit may contain reasonable conditions including, but not limited to, provisions for replacement of such trees, initial maintenance of such replacement trees, protection of the traveling public and the road improvements, and a fee to be paid to defray the cost of any necessary inspections.

**E. Appeals.** Decisions of the Parks Superintendent or Tree Committee regarding permits may be appealed to the Parks and Recreation Commission within 15 days of the decision to approve or deny the permit. No tree shall be removed prior to expiration of this appeal period. The appeal will be heard at a regularly scheduled Commission meeting. The applicant and any other interested parties shall have the right to attend and be heard. The appeal shall be conducted by the Commission, who may affirm, modify or reverse the prior action. The decision of the Parks and Recreation Commission shall be final.