

TREE PERMIT



WHEN REQUIRED

The City regulates the removal or alteration of trees to preserve scenic beauty, maintain property values, minimize erosion problems, and maintain the attractiveness of the Novato area.

A tree permit is required to:

1. Remove, prune, or alter a heritage tree. A heritage tree has a diameter of 24 inches or more (75 inches in circumference).
2. Remove a tree 6 inches or more in diameter (19 inches in circumference) located on vacant land.

APPLICATION

The submittal requirements for a tree permit are listed on the reverse of this page. Incomplete applications are often the major cause of delays in processing. Please submit each of the items listed, and please call the Community Development Department if you have any questions. A Planner will be assigned to review the application.

ACTION

When it has been determined that a complete application has been submitted, it will be reviewed by the assigned staff member for compliance with the tree provisions of the Municipal Code. Public notices may be mailed to surrounding property owners ten days prior to action.* Staff, under the direction of the Community Development Director, will evaluate the application and any public comments received, and will act to approve, approve with conditions, or deny the application.

RESULT

The action on the application is final unless appealed in writing within ten calendar days. (See Fee Schedule for appeal fee.)

If publicly noticed, no work related to the tree permit may take place until ten days after the approval date.

*Staff may grant a tree permit and waive the public notice and appeal period if the tree is:

- A hazard to individuals or existing structures due to poor health or physical instability; or
- A nuisance by preventing reasonable use of the property due to damage to improvements, such as building foundations, retaining walls, utilities, drainage facilities, roadways, sidewalks, driveways, patios, and decks; or
- A potential fire hazard such as: Eucalyptus, Acacia, Monterey Pine or Bishop Pine.

TREE PERMIT - SUBMITTAL REQUIREMENTS

In order to file an application for a tree permit, you must submit the items listed below.

1. A completed application for Zoning/Planning action.
2. A site plan showing:
 - a. All property lines;
 - b. Location of trees to be removed, measured from at least two prominent points of reference.
3. A list of all trees to be removed indicating type (by common and/or botanical name), trunk diameter or circumference taken at a point 24 inches above existing grade.
4. A statement setting forth the reasons for removing the tree(s).
5. Photographs of the tree.
6. If tree health is cited as a reason for removal, a qualified professional must state the nature and implication of such condition, including possible dangers imposed by retention.
7. Where a thinning program or removal of some trees from a group is proposed, a program for marking the trees to be removed so as not to confuse them with the trees that are to remain must be specified.
8. Description and plan for replacement planting, if applicable.
9. Any additional information determined necessary by the Director to conduct a review and analysis.
10. Filing Fee (see Fee Schedule).

For further information, please contact the City of Novato Community Development Department at:

- **922 Machin Avenue, Novato, CA 94945**
- **(415) 899-8989**
- **www.novato.org**