



WHEN IS A PERMIT NEEDED?

Except in an emergency, a permit is required to substantially prune or remove any tree (regardless of health condition) that meets the following criteria:

- Gowen cypress, regardless of size.
- Coast live oak, Monterey cypress, Shore pine, Torrey pine, and Monterey pine **6 inches** or greater in trunk diameter, measured at 54 inches above natural grade.
- All other private trees, regardless of species, **12 inches** or greater in trunk diameter, measured at 54 inches above natural grade.
- All trees in or within 100 yards of designated Monarch sanctuaries. (*Pruning and removal of trees within the Monarch sanctuaries is prohibited between October 1 and May 1*)
- All street trees, regardless of size.
- All trees on public property **6 inches** or greater in trunk diameter, measured at 54 inches above native grade

NOTE: Please contact the Planning Department at **(831) 648-3190** to determine permit requirement if tree pruning and removal is associated with development and if the property is in the Environmentally Sensitive Habitat Area (ESHA) – the Asilomar Dunes neighborhood – as a Coastal Development Permit (CDP) may be required.

WHAT IS CONSIDERED SUBSTANTIAL PRUNING?

Substantial Pruning applies to both above-surface and underground cutting or removal of the following:

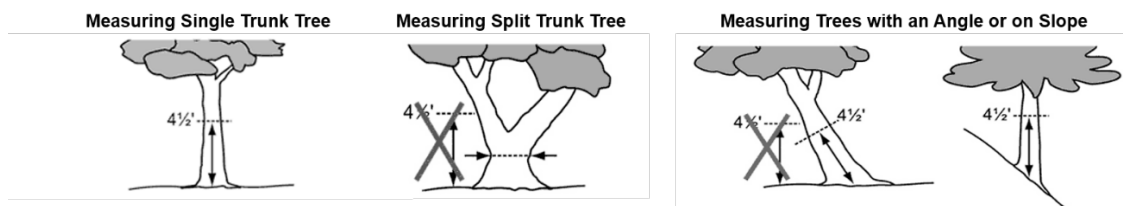
- Removal of more than **25 percent** of the live branches of the entire Tree within a 12-month period
- Removal of any live limb with a diameter of **6 inches** or greater or a circumference of **19 inches** or greater at any point on such limb.
- Removal of any root **4 inches** or greater in diameter.

HOW TO MEASURE A TREE?

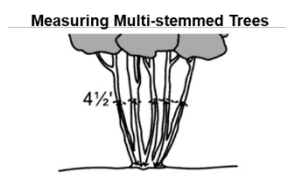
Diameter at breast height, or DBH, is the standard for measuring trees. DBH refers to the tree diameter measured at 4.5 feet above the ground. DBH can be measured as follows using a string, a measuring tape, a thumb tack, and a calculator:

- 1) With the measuring tape, measure 4.5 feet up the trunk of the tree from the ground. Use a thumb tack to mark the height on the tree.
- 2) Wrap your string around the tree trunk at 4.5 feet. Make sure the string is straight and tight around the trunk, and mark or cut the circumference on the string.
- 3) Measure the length of string to get the circumference of the tree.
- 4) Convert the circumference measurement to diameter by dividing the circumference by pi (3.14).

For measuring DBH of single trunk trees and trees with an angle or on slop, please see figures below:



For multi-stemmed trees, the size is determined by measuring all the trunks, and then adding the total diameter of the largest trunk to one-half the diameter of each additional trunk (see figure below). A multi-stemmed tree has trunks that are connected above the ground and does not include individual trees growing close together or from a common root stock that do not have trunks connected above the ground.





City of Pacific Grove
Community Development Department
300 Forest Avenue, Pacific Grove, CA 93950
Tel: (831)648-3183| Fax: (831) 648-3184
www.cityofpacificgrove.org/forestry

SUBMITTING APPLICATION FOR A TREE PERMIT

APPLICATION SUBMITTAL REQUIREMENTS:

Applicants may complete and submit the attached application form or apply online. Both the property owner and applicant must sign the application form and submit the following items for consideration by the City:

- FEES:** \$176 for single tree removal/trimming and \$33 for each additional tree removal/trimming. Please make checks payable to the City of Pacific Grove and submit with your application. Credit/debit card payments are subject to additional processing fees.
- COLOR PHOTOGRAPHS** of trees proposed for removal (depicting reason for requested removal).
- MARKING TREES:** All trees requested for removal must be marked with a bright fluorescent ribbon around the trunk of the tree.
- ARBORIST REPORT:** A Certified Arborist report is typically required for any request to remove a live tree and when condition or viability of the tree(s) or its impact to property is not readily evident. If you already have a report, you may include it with your submission. Otherwise, the City Arborist after reviewing your application may require you to submit a report from an independent certified arborist.
- TREE REPLANT REQUIREMENT:** Each tree removed must be replaced with a minimum one 5-gallon tree from the same tree canopy group. Applicants must replant trees within 60 days of tree removal and must send photo confirmation to the City. Failure to comply with the replant requirements and deadline, applicants will be required to pay in-lieu fees in accordance with the Fee Schedule. The site plan on the application form must clearly indicate tree replants and types.

OTHER IMPORTANT CONSIDERATIONS:

- CITY BUSINESS AND STATE LICENSES:** All tree service contractors providing tree care services in Pacific Grove must hold a valid business license with the city of Pacific Grove, a current California state contractor's license, a D49 classification, and sufficient liability insurance; be bonded; and participate in the state's workers' compensation program.
- PERMITTED WORK HOURS AND NOISE LIMITS:** Tree service contractors and property owners must adhere to the following construction hours unless otherwise approved by the City: 8:00am to 6:00pm Monday through Saturday and 10:00am to 5:00pm on Sundays



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TREE PERMIT APPLICATION

OFFICE USE	
Application No:	

PROPERTY ADDRESS	
BUTTERFLY HABITAT	<input type="checkbox"/> YES <input type="checkbox"/> NO
TREE REMOVAL ASSOCIATED W/DEVELOPMENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO

OWNER	Name:	Phone:	Email:
	Mailing Address:		

APPLICANT	Applicant Type: <input type="checkbox"/> Tree Service Contractor <input type="checkbox"/> Utility Company <input type="checkbox"/> HOA <input type="checkbox"/> Property Manager/Representative <input type="checkbox"/> Neighbor		
	Name:	Phone:	Email:
	Mailing Address:		

CONTRACTOR	License Number:	Class:	
	Name:	Phone:	Email:
	Mailing Address:		

If approved, who shall the permit be issued to?	<input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Contractor
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	TREE SPECIES <i>(Show corresponding # on Site Plan)</i>	TREE TYPE		DBH (inches)	REQUESTED ACTION				REASON FOR REQUEST <i>(e.g. dead, diseased, safety, lifting sidewalk, etc)</i>
		Private	Public		TRIM	CUT LIMB	CUT ROOT	REMOVE	
1		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Use the diagram below to show trees requested for removal and trees to be replanted. Please include identifying structures and streets.</p> <div style="text-align: center;"> <p>Back Yard</p> <p>Side Yard HOUSE Side Yard</p> <p>Front Yard</p> </div>	<p>OFFICE USE ONLY</p> <p><i>Date Stamp Below</i></p>
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Is an arborist report attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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TREE PERMIT APPLICATION SUPPLEMENTAL SHEET

Please use the table below for additional trees as part of your Tree Permit application

PROPERTY ADDRESS		APPLICATION NO	
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TREE SPECIES <i>(Show corresponding # on Site Plan)</i>	TREE TYPE		DBH (inches)	REQUESTED ACTION				REASON FOR REQUEST <i>(e.g. dead, diseased, safety, lifting sidewalk, etc)</i>
	Private	Public		TRIM	CUT LIMB	CUT ROOT	REMOVE	
6	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

INITIAL	APPLICANT DECLARATIONS
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	I hereby certify that the above information is true and correct.
	I consent to inspection by City Arborist or designee on my private property.
	I understand this is an application and NOT a permit or authorization to do any work without the City Arborist review and approval, payment of all required fees, and providing all required documentation.
	I understand that in accordance with the Municipal Code, removal of a protected tree, living or dead, requires the plating of a replacement tree, as specified by the City Arborist on the approved tree permit.
	I agree to pay in lieu fees per the City's Master Fee Schedule if I wish to forgo replanting trees as required by the City or if I fail to comply with the replant requirements and deadline.
	I understand that tree permits expire within 60 days of issuance.
	I agree that during nesting bird season, February through August, a visual nesting bird survey must be performed prior to any tree work.
	Indemnification and Hold Harmless: Permittee accepts the use of any property on an as-is basis and hereby agrees to release, hold harmless, indemnify, and defend the City, its officials, officers, directors, employees, agents, and volunteers (Covered Parties) from and against any and all loss, liability, expense, claim, costs, proceedings, suits, demands, and damages (collectively "proceedings"), of every kind and nature, directly or indirectly, including without limitation, for injury or death to anyone or for any personal or real property damage, resulting from or related to any usage, operation, or activity related to this permit. In the event Permittee is required to defend the City in connection with such proceeding, City shall have and retain the right to approve: (1) the counsel to so defend City; (2) all significant decisions concerning the manner in which the defense is conducted; and (3) any and all settlements, which approval shall not be unreasonably withheld. This indemnification shall apply in all cases regardless of whether there is any negligence or wrongdoing on the part of City, unless prohibited by law. Permittee also agrees that Permittee, its successors, heirs, spouses, guardians, legal representative, and assigns will not make a claim against, or sue, the City for injury, death, or property damage arising from usage, operation or activity related to this permit. This indemnification provision survives termination of the permit. If any part or provision of this indemnification is stricken or deemed unenforceable, such part shall be deemed severable and the remainder shall be enforceable.

X	PROPERTY OWNER SIGNATURE	PRINT NAME	DATE
X	APPLICANT SIGNATURE	PRINT NAME	DATE