



# TREE PERMIT FAQ'S

Information Bulletin No. 28

**1. When do I need a tree permit?**

- a) Tree permits are required for the removal or trimming/pruning to all trees in the City of Pacific Grove.
- b) A permit is required to remove all protected and non-protected trees.
- c) A permit is required for trimming or pruning of the branches (dead or live) of the entire tree; and/or cutting or removal of any limb, or cutting or removal of roots.
- d) *Monarch Butterfly Habitat* – all trees in or within 100 yards of designated Monarch Sanctuaries. Pruning or removal of trees within 100 yards of any boundary of a Monarch Sanctuary is prohibited during the months of October 1<sup>st</sup> through May 1<sup>st</sup> unless deemed necessary by the public works director for public health, safety, or welfare (can be appealed by the city council).
- e) All living trees requested for removal will require an arborist report along with the application be filed by the property owner.

**2. Where do I get a tree permit?**

Tree permits can be obtained from the City's website, [on the CEDD/Planning page](#). They can also be obtained in the Community and Economic Development Department.

**3. Where do I turn in an application?**

All applications should be handed into the Community and Economic Development Department between the hours of 8am – 12pm & 1 – 5pm. Monday –Thursday.

**4. How long does the process take?**

It is expected that your application will be processed within 10 business days.

**5. What happens after I submit an application?**

Once your application is submitted, the City arborist will conduct a site visit to assess the trees. If you wish to be present during the site visit, please indicate that on your application.

If the arborist agrees with the tree removal or trimming, a findings form will be completed and returned to CEDD. All living trees requested for removal will require the site be posted for 10 working days, after which the permit will be approved unless there is an appeal. Once permit is approved, you have 60 days to complete approved work. An extension for an additional 60 days may be requested before the first 60 days expires.

**6. How much does a permit cost?**

There is an initial **\$25** application submission fee. Removals and trimming of trees are both considered the same for the purpose of charges and it is **\$87** for the first tree and **\$73.50** for every subsequent tree thereafter. **The later payments are due after the Arborist assesses the tree(s).**

**7. What are the replant requirements for removed trees? \*changed from previous ordinance!**

For the removal of all Protected Trees, ONE replacement tree is required for each Protected Tree removed within 60 days of tree removal.

**8. What if I have lots of trees on my property and can't replant the amount I'm supposed to?**

On residential properties where the number of trees after proposed removal(s) would exceed the canopy coverage goals (below), no Replacement Tree(s) shall be required. The canopy coverage goal for trees on residential properties shall be based on the available landscape area, if feasible. For commercial and governmental properties, one tree per 30 feet of frontage is required, with a minimum of two Trees, if space is available.

Available Landscape Area	Upper Canopy Trees	Lower Canopy Trees
Up to 2,000 square feet	0-1	1-2
2,001 - 3,000 square feet	2	2-3
3,001- 4,000 square feet	3	3-4
Over 4,000 square feet	Variable	Variable

If you choose to opt out of replanting a tree you can request to pay in lieu fees of \$687/tree in place of replanting. Requests must be approved by the City Arborist.

**9. What type of trees do I replant?**

The Arborist will advise on your Permit what type of tree to replant.