



# STREET TREE WORK - PERMIT APPLICATION

Please print or type

*\*\*Refer to SMC 12.33.120 for Street Tree Ordinance; violations may result in fines or criminal prosecution. \*\**

Date: \_\_\_\_\_ Type of work:  Removal and Replacement  
 Major Pruning  
 Planting

Tree location address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Property owner (if different from above)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

➔ Signature of property owner: \_\_\_\_\_ Date: \_\_\_\_\_ **\*\*REQUIRED\*\***

Sketch of Site – Indicate location of all buildings, streets, sidewalks, trees, and proposed tree planting spaces. Please number trees and proposed planting spaces for easy identification.



Who will perform the tree work? \_\_\_\_\_ (tree care company)

**Questions?** Call (530) 257-1041 or email publicworks@cityofsusanville.org

**➔ Return permit application to:**

By Mail: 720 South St                      In Person: 720 South St                      Email: publicworks@cityofsusanville.org  
Susanville, CA 96130                      Susanville, CA 96130                      Fax: (530) 257-1041

Traffic control: The property owner or tree care provider must provide appropriate traffic control during all street tree work operations. Traffic Control Plans are needed for activities in or near the right-of-way where equipment, materials, or people entering or using the street and sidewalk areas could create safety hazards or traffic congestion. Contact Engineering Services at (530) 257-1041 for details.

*Do not mark below this line* Attach separate sheet if necessary

Inspected by: \_\_\_\_\_ Inspection date: \_\_\_\_\_  
 Approved    Denied                      Permit valid until: \_\_\_\_\_

Comments:

## STREET TREE WORK - PERMIT APPLICATION

### Removal and Replacement

Tree #	Tree Species	Diameter (approx.)	Reason for Removal	Replacement Species
1				
2				
3				
4				

#### Replacement Requirement

SMC 12.36.160 requires replanting of one tree for every tree removed. Replacement trees must be:

- a species on the City of Susanville Approved Street Tree Selection List
- nursery-grown, at least 1.5” caliper, and Nursery Grade #1
- maintained through successful establishment; if replacement tree dies, it must be replanted
- planted on the same site, unless other arrangements are made at the time permit is approved.

#### Street Tree Removal Criteria

A street tree removal permit will be granted if the adjacent property owner can sufficiently demonstrate that the public benefit provided by the tree is outweighed by significant tree defects. Trees that are determined by the City Public Works Department to be dead, dying, “hazard trees,” or “inappropriate species” are automatic candidates for removal.

The following factors shall NOT be considered as criteria for removal of a street tree:

- Obstruction of view
- Potential future damage to public infrastructure or private property, if that damage can be avoided by root pruning, root barriers, or other management strategies
- The cost of routine tree maintenance (pruning, watering, fertilizing, spraying)
- Normal maintenance activities such as the raking of leaves and flowers and cleaning of gutters
- Hazards that can be controlled or eliminated through appropriate pruning or maintenance

The stumps and roots of trees or shrubs shall be removed to a point at least one foot below the top of the adjacent curb or proposed curb grade. **Call 811 to locate underground utilities 48 hours prior to digging.**

### Major Pruning\*

Tree #	Tree Species	Diameter (approx.)	Proposed Activity
1			
2			
3			
4			

\* Major pruning is defined as: pruning branches greater than three inches in diameter, pruning roots, or removing greater than fifteen percent of the tree’s total canopy. Major pruning **must** be performed according to American National Standards Institute (ANSI) A300 guidelines by an individual or company with a valid C-61/D-49 license and a City of Susanville **Business License** (contact Public Works for current list).

### Planting

Planting Space	Proposed Tree Species	Trees must be:
1		<ul style="list-style-type: none"> <li>▪ a species on the Approved Street Tree Selection List</li> <li>▪ nursery-grown, at least 1.5” caliper, and Nursery Grade #1</li> <li>▪ maintained through successful establishment</li> </ul>
2		
3		
4		

**Call 811 at least 48 hours prior to digging to locate underground utilities.**