



OAK TREE APPLICATION

No person shall cut, remove, encroach into the protected zone, or relocate any oak tree on any public or private property within the City unless a valid oak tree permit has been issued by the City pursuant to the Yucaipa Municipal Code, Volume II, Division 9, Chapter 5 and the Oak Tree Conservation and Protection Guidelines.

APPLICATION FEE

\$84.00 Filing Fee Deposit (#4209)

FEE POLICY

Evaluation Fee: Variable – In addition to the filing fee, an evaluation fee may be charged if staff determines that the services of the City’s Oak Tree Consultant are required. The amount of the fee will be determined by the amount of time the City’s consultant spends in reviewing, inspecting and preparing a report of the findings. Billing will be on a real-time basis in half-hour increments at the prevailing rate charged to the City by the Oak Tree Consultant.

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PART A: OAK TREE APPLICATION QUESTIONNAIRE

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. **All questions must be answered, or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

A. PROJECT INFORMATION

Oak Tree Permit to perform the following work:

	Remove	Prune	Encroach
Applicant Name	_____	_____	Phone _____
Address	_____	City _____	State _____ Zip _____
Property Owner	_____	_____	Phone _____
Address	_____	City _____	State _____ Zip _____
Assessor Parcel No.:	_____	Lot No.:	_____ Tract No. _____

DESCRIBE REQUEST IN DETAIL (use attachment if necessary):

LOCATION ADDRESS: _____

SITE EXHIBIT: Draw a diagram of property and identify the Oak Tree(s) to be trimmed, removed, or where encroachment will occur.

PART B: OAK TREE PERMIT SUBMITTAL CHECKLIST

The following list specifies the information that will be required in order for you to submit this application. Your application cannot be accepted until all information as checked is included. Once all the information checked has been submitted, the City has 15 days within which to determine whether the information is complete for the purposes of filing.

Required		No. of Copies	Received	Materials
Yes	No			
		_____	_____	Application Fee
		_____	_____	Evaluation Fee
		_____	_____	Oak Tree Report
		_____	_____	Site Plan Map
		_____	_____	Photographs
		_____	_____	Grading Plan

JUSTIFICATION STATEMENT:

All applications for an Oak Tree Permit require a written statement by the applicant listing the reason(s) why the request should be approved. The City Planner will base his decision on the applicant’s ability to make the findings required by the Municipal Code and the Oak Tree Conversation and Protection Guidelines. See Section 89.0520(b) of the Yucaipa Municipal Code, and Section 3(c) of the Oak Tree Conversation and Protection Guidelines.

Please use the space below for this purpose and attach addition pages if necessary.

Signature of Applicant

Date