



# PRIVATE PARKWAY TREE REMOVAL APPLICATION

Application fee due upon submittal: \$78.00

City of Cerritos approval is required prior to the removal of any tree adjacent to a private street and which a homeowners association (HOA) requires an individual homeowner to be responsible for replacement (e.g., Shadow Park). Private parkway trees are governed by Sections 9.75.130 and 9.75.135 of the Cerritos Municipal Code, which is available on the City of Cerritos website at www.cerritos.us under GOVERNMENT » City Regulations » Cerritos Municipal Code » Title 9 » Chapter 9.75. Implementation standards for private parkway tree removal and replacement are set forth in this application.

For the removal of any tree located on a commercial, industrial, or multifamily residential property or a common area governed by a homeowners association (HOA), please see Section 6.0 below for additional information.

## 1.0 PROPERTY/CONTACT INFORMATION

- 1.1 Property address: \_\_\_\_\_
- 1.2 Property owner name: \_\_\_\_\_
- 1.3 Property owner phone number: \_\_\_\_\_
- 1.4 Property owner email: \_\_\_\_\_

## 2.0 TREE REMOVAL STANDARDS

The following standards shall apply for all tree removals:

- 2.1 Eligibility – City of Cerritos approval for removal of a tree may be granted only if the tree:
  - Is dead,
  - Is dying,
  - Is diseased,
  - Poses a potential public safety hazard, and/or
  - Has the potential to damage public and/or private property.
- 2.2 Prior Written Review/Approval – No tree shall be removed without prior written approval by the City of Cerritos Department of Community Development. With the submittal of this application, City staff will conduct an inspection and, upon determining whether the tree meets the eligibility criteria outlined above, will provide written approval or denial of removal.
- 2.3 One-for-One Replacement – Each removed tree must be replaced with at least one new tree on the same property or location, the species and size of which must be approved by the City of Cerritos.

**Property address:** \_\_\_\_\_  
*(same as item 1.1 on page 1)*

<b>FOR OFFICE          USE ONLY</b>	<b>A/P#</b> _____ <i>(Project Reference Number)</i>
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**3.0 TREE INFORMATION**

Provide the following information regarding the tree proposed for removal. A separate application must be submitted for each private parkway tree.

3.1 Approximate address or location of parkway tree: \_\_\_\_\_

3.2 Existing tree species: \_\_\_\_\_

3.3 Reason for removal\*: \_\_\_\_\_

3.4 Proposed replacement species: \_\_\_\_\_

3.5 Proposed tree size: \_\_\_\_\_

3.6 Proposed tree location: \_\_\_\_\_

\* Tree must meet one of the eligibility criteria in item 2.1 above in order to be considered for removal.

**4.0 REQUIRED PLAN SPECIFICATIONS**

Check the boxes below to acknowledge the submittal, with this completed application, of **three (3) hard copies** of plans as specified below (including all listed details). This application will not be accepted via e-mail.

- 4.1 Site plan (minimum 11" x 17") showing:
  - 4.1a: Primary property address identified in item 1.1 above
  - 4.1b: Name of HOA
  - 4.1c: North arrow
  - 4.1d: Labeled streets
  - 4.1e: Location of tree proposed for removal
  - 4.1f: Minimum 4" by 6" blank/white area for approval stamp
  - 4.1g: Drawing must be clear and legible. A clear aerial image may be accepted in lieu of a drawing, provided that the plan contains all other information listed above.

- 4.2 Photograph sheets (minimum 11" x 17") showing:
  - 4.2a: At least one color photo (minimum 4" x 6") of the tree proposed for removal
  - 4.2b: Additional photos depicting the condition of the tree or its surroundings to demonstrate at least one of the eligibility criteria in item 2.1 above

Property address: \_\_\_\_\_  
*(same as item 1.1 on page 1)*

<b>FOR OFFICE USE ONLY</b>	<b>A/P#</b> _____ <i>(Project Reference Number)</i>
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**5.0 HOA INFORMATION**

Complete the following information related to the subject homeowners association (HOA).

5.1 HOA Name: \_\_\_\_\_

5.2 What is the highest level of review and approval required by your HOA for the removal and replacement of private parkway trees? Check one:

- Board of Directors       Architectural/Design Review Committee
- Property Manager       Other (please describe): \_\_\_\_\_

5.3 HOA approval of parkway tree removal as noted in Sections 3.0 and 5.2 above was granted on \_\_\_\_\_ .  
*(date)*

5.4 Section 7.0 below must be signed by an authorized HOA representative. Provide the representative's information below.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**6.0 OTHER TREE REMOVAL**

The City of Cerritos maintains separate procedures for the removal of a parkway tree located adjacent to a public street and trees located on private property. Consult the applications referenced below for details.

- Public Parkway Tree  
Description: Tree located adjacent to a public street owned and maintained by the City of Cerritos  
Contact: Department of Public Works at (562) 916-1220  
Application: "City of Cerritos Parkway Tree Removal Application Form"  
[http://www.cerritos.us/RESIDENTS/\\_pdfs/city\\_parkway\\_tree\\_removal\\_application.pdf](http://www.cerritos.us/RESIDENTS/_pdfs/city_parkway_tree_removal_application.pdf)
- Private Property Tree  
Description: Tree located on a commercial, industrial, or multifamily residential property or a common area governed by a homeowners association (HOA)  
Contact: Department of Community Development at (562) 916-1201  
Application: "Tree Removal Application"  
[http://www.cerritos.us/RESIDENTS/\\_pdfs/tree\\_removal\\_application.pdf](http://www.cerritos.us/RESIDENTS/_pdfs/tree_removal_application.pdf)

**7.0 ACKNOWLEDGEMENT**

By signing below, I acknowledge an understanding of the following declarations:

7.1 Review of Requirements. I declare, under penalty of making a false statement, that I have read and understand the statements and requirements of this application.

7.2 Conditions of Approval. I understand and will comply with the following conditions of approval:

- 7.2a: Prior to installation of the replacement tree, the City Arborist shall be contacted at (562) 407-2659 to inspect the tree to verify species, size, and good health.
- 7.2b: Ongoing trimming of the private parkway tree shall be subject to approval of a Tree Pruning Permit and shall be performed in accordance with standards set forth in Cerritos Municipal Code Chapter 9.75.

Property address: \_\_\_\_\_  
*(same as item 1.1 on page 1)*

**FOR OFFICE USE ONLY**      A/P# \_\_\_\_\_  
*(Project Reference Number)*

**7.3 Plan Adherence.**

- 7.3a: No tree shall be removed without prior written approval by the City of Cerritos Department of Community Development in a form similar to Exhibit A attached to this application.
- 7.3b: The undersigned warrant that the plans submitted for review in connection with this application are complete and accurate. Approval of the submitted plans is subject to the applicant having submitted accurate information.
- 7.3c: All work shall be performed in accordance with the approved plans and application. If modifications or deviations from the approved plans and application are deemed necessary, any and all such modifications shall be submitted in the form of revised plans and revised application to the Department of Community Development for review in accordance with the requirements set forth herein. No modification or deviation shall proceed without prior written approval by the Department of Community Development. If these requirements are violated, the City of Cerritos may require the work to be completely removed and redone in accordance with the approved plans.

**7.4 Penalties for Violation.** A violation of the statements and requirements of the Municipal Code may constitute an infraction punishable pursuant to Section 1.08.020 of the Cerritos Municipal Code.

**I acknowledge and understand declarations 7.1 through 7.4 above.**

7.5 Property owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

7.6 Authorized HOA signature: \_\_\_\_\_ Date: \_\_\_\_\_

7.7 Primary property address: \_\_\_\_\_  
*(same as item 1.1 on page 1)*

<b>FOR OFFICE USE ONLY</b>		
<p><b>Receptionist check</b></p> <p><input type="checkbox"/> Application is complete</p> <p><input type="checkbox"/> Signature of applicant and HOA representative (if applicable) provided</p> <p><input type="checkbox"/> Required attachments are provided: plans and photos (4.1 and 4.2)</p> <p><input type="checkbox"/> Only if complete: refer to Planner for review</p>	<p><b>Planner check</b></p> <p><input type="checkbox"/> Review aerial photo and submitted photos to check proposal against existing conditions</p> <p><input type="checkbox"/> Project complies with application requirements</p> <p><input type="checkbox"/> Refer to City Arborist for inspection and determination</p> <p style="padding-left: 40px;">Date transmitted: _____</p> <p style="padding-left: 40px;">Date received: _____</p> <p><input type="checkbox"/> Computer permit entry:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Check that an application is not already entered for this application and property</p> <p style="padding-left: 20px;"><input type="checkbox"/> Computer codes: Use Application » TREES</p> <p style="padding-left: 20px;"><input type="checkbox"/> Note additional project-specific conditions of approval in the permit description and on the plans</p> <p><input type="checkbox"/> Issue response letter</p>	<p style="text-align: center;"><b>Project Reference Number:</b></p> <p style="text-align: center;"><b>A/P#</b> _____</p>

**Exhibit A: Sample City Response Letter**

*This exhibit is a sample only. The actual letter of approval or denial will be printed on City letterhead.*

[Date]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: **Application for Removal and Replacement of [#] Trees**  
**[Development Name]**  
**[Primary Property Address]**  
**Use AP# \_\_\_\_\_**

Dear \_\_\_\_\_:

The City of Cerritos received your application for tree removal at the aforementioned property on \_\_\_[date]\_\_\_. Your request is hereby (as checked below):

- Approved, subject to the following standard conditions of approval listed in Section 7.0 of the Tree Removal Application:
  - 7.2a: Prior to installation of replacement tree(s), the City Arborist shall be contacted at (562) 407-2659 to inspect the tree(s) to verify species, size, and good health.
  - 7.2b: Ongoing trimming of all trees on the subject property shall be subject to approval of a Tree Pruning Permit and shall be performed in accordance with standards set forth in Cerritos Municipal Code Chapter 9.75.
  
- Conditionally approved, subject to the following conditions of approval in addition to the standard conditions of approval listed above:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- Denied because the subject tree(s):
  - Is/are not dead
  - Is/are not dying
  - Is/are not diseased
  - Does/do not pose a potential public safety hazard
  - Does/do not have the potential to damage public and/or private property

Additional comments: \_\_\_\_\_

Should you have any questions regarding this determination, please do not hesitate to contact me at (562) 916-1201.

Sincerely,

[Planner Name]  
[Planner Title]

Attachments: Application and Plans  
cc Current Planning Manager  
Parks Superintendent  
City Arborist