



HOMEOWNERS ASSOCIATION (HOA) EMERGENCY TREE REMOVAL NOTIFICATION/ APPLICATION

No fee if submitted within 3 days of emergency tree removal: \$0.00

City of Cerritos approval is required prior to the removal of any privately-owned tree located in a multifamily residential property or a common area governed by a homeowners association (HOA). This Homeowners Association (HOA) Emergency Tree Removal Notification/Application is intended for instances in which a tree posed an immediate threat to public safety and City approval for tree removal was granted verbally prior to the formal submittal of an application. This notification/application serves to document the removal and replacement of the subject tree. For the proposed removal of trees that do not constitute an immediate threat to public safety, please consult with the Department of Community Development for the appropriate application and approval process (see Section 5.0 of this application for additional details).

If a privately-owned tree within a homeowners association (HOA) poses an immediate threat to public safety and requires immediate removal, take the following steps:

1. Call for an inspection by City staff. Key phone number: City Arborist: (562) 407-2659
 Alternate numbers: Parks Superintendent: (562) 916-1220
 Community Development: (562) 916-1201
2. Obtain verbal authorization (email, handwritten note, or other form deemed acceptable by the City staff member).
3. Remove the tree. Safely discard all removed elements, including branches, stump, and debris.
4. Submit this HOA Emergency Tree Removal Notification/Application to the Department of Community Development within three (3) days of tree removal.
5. Replace the tree as approved within sixty (60) days of tree removal. Call City Arborist to inspect the tree onsite prior to installation. Notify Community Development of completed installation.

1.0 PROPERTY/CONTACT INFORMATION

1.1 Name of HOA: _____

1.2 Primary property address: _____

(If the property is a HOA or apartment complex, provide the "Tree Address" listed in Table 1.2.1 below. Actual tree locations shall be provided in Section 3.0 below.)

1.3 Name of HOA representative authorizing this application: _____

1.4 Title of HOA representative authorizing this application: _____
 (board member, property manager, etc.)

1.5 Applicant contact name: _____

1.6 Applicant business name: _____ 1.7 Phone number: _____

1.8 Applicant address: _____

1.9 Applicant email: _____

**Table 1.2.1
Tree Addresses**

The following "tree addresses" (ending with the letter "T") for HOAs and apartment complexes are to be listed as the primary property address in item 1.2 on page 1 of this application, for record purposes only.

HOA/Apartment	Tree Address
Boardwalk	17850T Palo Verde Avenue
Carmenita Village	13558T Village Drive
Cerritos Terrace	12920T Maui Court
Cerritos Garden Apartments	18944T Vickie Avenue
Cerritos Villas	12446T Dawn Lane
Concord Place	16604T New England Lane
Courtside (The Courts)	16320T Norwalk Boulevard
Del Rio HOA	18729T Del Rio Place
Emerald Villas	19435T Jewel Drive
Encore	16611T Symphony Lane
Fountain Walk	13437T Cascade Court
Four Trees Apartments	18427T Studebaker Road

HOA/Apartment	Tree Address
Granada Park	12575T Hiddencreek Way
The Grove at Cerritos (formerly Vintage/Avalon)	11000T New Falcon Way
Parkside	16500T Redwood Drive
Pioneer Villas	11830T Jackson Street
Plaza Walk	18810T Pioneer Boulevard
Royal Terrace	12326T 195th Street
Shadow Park	12770T Alconbury Street
Sundance	12439T Pinegrove Lane
The Palms	17313T Norwalk Boulevard
Tiburon	12230T Cedarcrest Drive
Woodvale	16621T Bloomfield Avenue

2.0 EMERGENCY TREE REMOVAL STANDARDS

In accordance with Section 8 of the City of Cerritos Tree Preservation Manual, the following standards shall apply for all emergency tree removals:

- 2.1 Eligibility – Emergency tree removal approval may be granted by the City of Cerritos when the tree poses an immediate threat to public safety. "Immediate threat to public safety" means that the tree has been deemed by the City Arborist to be unstable and unsafe thereby posing an immediate threat to the life, health, safety of the public during extreme environmental conditions such as high winds and/or excessive rains. Conditions that may contribute to a tree's instability may include its unique growth characteristics, excessive leaning, improper root pruning, poor soil, restricted root growth and/or root-bound conditions. This determination is made by the City Arborist on a case-by-case basis.
- 2.2 Deadline for Notification/Application – This notification/application shall be submitted to the City of Cerritos Department of Community Development within three (3) days of tree removal.
- 2.3 Deadline for Tree Replacement – The subject tree shall be replaced within sixty (60) days from the date of removal. Every effort will be made by the Department of Community Development to approve the replacement over the counter immediately or no later than forty-eight (48) hours of receipt of the completed application.
- 2.4 One-for-One Replacement – Each removed tree must be replaced with at least one new tree on the same property, the species and size of which must be approved by the City of Cerritos.
- 2.5 No Fee – No fee shall be required for the tree authorized for emergency removal if the deadlines in Sections 2.2 and 2.3 above are met.

Property address: _____
(same as item 1.2 on page 1)

FOR OFFICE USE ONLY	A/P# _____ <i>(Project Reference Number)</i>
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2.6 Penalty – If the deadlines in Sections 2.2 and 2.3 are not met, applicable tree removal fees shall apply as set forth in the HOA Administrative Tree Removal Application. Additionally, no tree removal applications shall be considered by the City until the replacement tree is installed and associated fees are paid. Each removed tree must be replaced with at least one new tree on the same property, the species and size of which must be approved by the City of Cerritos.

3.0 TREE INFORMATION

3.1 Species of removed tree: _____

3.2 Approximate address or location description: _____

3.3 Date of removal: _____

3.4 Explain below the reason(s) why the tree needed to be removed on an emergency basis. (Attach additional sheets if necessary.)

3.5 Name of City of Cerritos staff member who authorized tree removal: _____

Check one:

- Written authorization was granted. A copy of the written authorization is attached.
- Oral (spoken) authorization was granted. Explain below why written authorization could not be obtained.

3.6 Proposed replacement species: _____

3.7 Proposed tree size: _____

3.8 Proposed location. Check one:
 Same location as removed tree
 Other location (please describe): _____

Property address: _____
(same as item 1.2 on page 1)

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4.0 APPLICATION CHECKLIST

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 or aerial photo (printed on 11" x 17" sheet) showing:
 - 4.1a: Primary property address identified in item 1.2 above
 - 4.1b: Name of HOA or development, if applicable
 - 4.1c: North arrow
 - 4.1d: Labeled streets
 - 4.1e: Location of removed tree
 - 4.1f: Location of replacement tree
 - 4.1g: Minimum 4" by 6" blank/white area for approval stamp
 - 4.1h: Drawing/photo must be clear and legible.

- 4.2 Photograph sheets (minimum 8.5" x 11") showing:
 - 4.2a: At least one color photo (minimum 4" x 6") of each tree prior to removal

- 4.3 (If applicable) Written authorization from City staff member (see Section 3.5)

DETERMINATION OF COMPLETENESS - FOR OFFICE USE ONLY

This application is deemed (check one):

- Complete.** All required application materials have been submitted. The application is accepted and will be processed. Final determination, following review of all of the submitted materials and inspection by City staff, will be provided in writing within 48 hours of receipt.

Date: _____

Received by (City staff name): _____

- Incomplete.** The following application materials are missing and/or incomplete:

The above item(s) must be provided in order to deem the application complete for processing.

Date: _____

Returned by (City staff name): _____

- Complete after Resubmittal.** All required application materials have been submitted. The application is accepted and will be processed. Final determination, following review of all of the submitted materials and inspection by City staff, will be provided in writing within 48 hours of receipt.

Date: _____

Received by (City staff name): _____

Property address: _____
(same as item 1.2 on page 1)

FOR OFFICE USE ONLY A/P# _____
(Project Reference Number)

5.0 HOA TREE REMOVAL INFORMATION

The City of Cerritos maintains separate procedures for the removal of trees in residential areas depending on the location and condition of the subject tree. Below is a summary of the various applications, associated fees, and reference documents. Fees are intended only to recoup the City's cost associated with the review, processing, and facilitation of the tree removal applications.

Application/Document	Fee	Contact	Download Location
City of Cerritos Tree Preservation Manual - Section 8: HOA Tree Removal Application Procedures Policy document outlining City standards and procedures for removal of trees within HOAs	N/A	N/A	http://www.cerritos.us/RESIDENTS/permits_applications_for_home_improvements.php
HOA Administrative Tree Removal Application Trees that are dead, dying, diseased, and/or constitute a public nuisance	1-5 trees: \$115 6-10 trees: \$230 11+ trees: \$560	Department of Community Development (562) 916-1201	
HOA Discretionary Tree Removal Application Trees that constitute a private nuisance and/or do not qualify for Administrative approval	\$500 public hearing fee + above fees		
HOA Emergency Tree Removal Application Trees that posed an immediate threat to public safety and prior verbal City approval was granted	No fee if replaced within 60 days		
Private Parkway Tree Removal Application Tree located adjacent to a private street and which a HOA requires an individual homeowner to be responsible for replacement (e.g., Shadow Park)	\$78 per tree and per request		
City of Cerritos Parkway Tree Removal Application Form Tree located adjacent to a public street owned and maintained by the City of Cerritos	N/A		Department of Public Works (562) 916-1220

6.0 ACKNOWLEDGEMENT

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

- 6.1 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.
- 6.2 Conditions of Approval. I understand and will comply with the following conditions of approval:
 - 6.2a: 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.
 - 6.2b: 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.
- 6.3 Plan Adherence.
 - 6.3a: No tree shall be removed without prior written approval by the City of Cerritos Department of Community Development.
 - 6.3b: I attest 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.
 - 6.3c: 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.

Property address: _____
(same as item 1.2 on page 1)

FOR OFFICE USE ONLY	A/P# _____ <i>(Project Reference Number)</i>
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6.4 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 6.1 through 6.4 above.

6.5 Applicant's signature: _____ Date: _____

6.6 Authorized HOA representative signature: _____ Date: _____

6.7 Primary property address: _____
(same as item 1.2 on page 1)

APPROVAL/DETERMINATION - FOR OFFICE USE ONLY

City Arborist review (check one):
 Transmitted on _____ (date): _____
 Not transmitted, due to prior communication
Returned on (date): _____

This application is (check one):
 Approved, subject to the following standard conditions of approval:
• 6.2a: 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.
• 6.2b: Ongoing trimming of all trees on the subject property shall be subject to City 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, for the reasons described below.

City Staff Name: _____ Title: _____

Signature: _____ Date: _____

(If approved or conditionally approved)
Project Reference Number: **A/P#** _____