



City of Cerritos Department of Community Development
 Civic Center • 18125 Bloomfield Avenue
 P.O. Box 3130 • Cerritos, California 90703-3130
 Phone: (562) 916-1201 • Fax: (562) 916-1371
 www.cerritosgis.com • www.cerritos.us

HOMEOWNERS ASSOCIATION (HOA) ADMINISTRATIVE TREE REMOVAL APPLICATION

Application fee due upon submittal:
 1-5 trees: \$115
 6-10 trees: \$230
 11 + trees: \$560

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) Administrative Tree Removal Application is intended for the proposed removal of trees that are dead, dying, diseased, and/or constitute a public nuisance (see Section 2.0 for additional details). For the proposed removal of trees that do not meet these criteria, 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).

Level of review: This application is subject to review administratively by City of Cerritos staff. Trees that do not meet the criteria for staff-level approval may be denied, and the applicant will be directed to file a separate HOA Discretionary Tree Removal Application for review by both City staff and the Cerritos Planning Commission at a public hearing.

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 on the required Tree Reforestation Plan; see Section 4.0 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: _____

(This space is intentionally left blank.)

**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 ADMINISTRATIVE TREE REMOVAL STANDARDS

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

- 2.1 Eligibility – Administrative tree removal approval may be granted by the City of Cerritos when a privately-owned tree has been qualified by City staff as dead, dying, diseased, and/or constituting a public nuisance as determined by the Director of Public Works or his/her designee. "Public nuisance" means any dead, diseased, infested, leaning or dying privately-owned and maintained tree located on private property that poses a danger or threat to public and/or quasi-public property or the life, health, or safety of members of the general public. "Public nuisance" also means a tree on private property that is causing significant structural damage to public and/or quasi-public property, as determined by the Director of Public Works or his/her designee.
- 2.2 Prior Written Review/Approval – No tree shall be removed without prior written authorization from the respective HOA and subsequent approval by the Department of Community Development. With the submittal of a completed application and required supplemental information, City staff will conduct an inspection and, upon determining whether the trees meet the eligibility criteria outlined above, will either provide written approval of the Administrative Tree Removal Application and/or authorize consideration of a Discretionary Tree Removal Application by the Planning Commission at a duly noticed public meeting.
- 2.3 Replacement of Prior Removed Trees – No new trees will be considered for approval for removal until all prior removed trees have been replaced in accordance with previous written City approval. Trees that were previously removed without City approval and without replacement shall be included in the proposed Tree Replacement Plan.

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

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- 2.4 One-for-One Replacement – Each removed tree must be replaced with at least one new tree on the same property with similar characteristics, the species and size of which must be approved by the City of Cerritos.
- 2.5 Application Fees – The following application fees shall be required to be submitted with a completed Administrative Tree Removal Application:
 - \$115 for the proposed removal of 1-5 trees;
 - \$230 for the proposed removal of 6-10 trees; or
 - \$560 for the proposed removal of 11 or more trees.
- 2.6 Pre-Application Meeting – City staff is available upon request to meet with HOA representatives and respective Qualified Landscape Professionals (see Section 4.1) in advance of application submittal to answer questions pertaining to completion of the application and preparation of the required Tree Reforestation Plan. Call (562) 916-1201 to schedule an appointment.
- 2.7 Application Review "Shot Clock" – City staff shall be required to do either of the following within thirty (30) days of receipt of a completed application:
 - Complete the plan check review and provide comments and corrections to the applicant for incorporation into a revised plan. If corrections are required, the applicant shall resubmit a revised plan with said changes incorporated for further review by City staff under a new thirty (30) day "shot clock" period; or
 - Find the application to be in compliance with City Council-approved tree preservation policies and issue City approval.
- 2.8 Application Denial/Appeal – If a denial is issued by City staff for the proposed application, the HOA may elect to appeal City staff's decision to the Planning Commission.
 - Appeal must be submitted to the Department of Community Development within fifteen (15) days of said denial.
 - Appeal fee of \$500 shall apply.

3.0 SAMPLE TREE LEGEND

Please reference the sample tree legend provided below when conveying information and details about the tree(s) proposed for removal and replacement.

Tree No.	Approximate address or location description	Proposed species for removal	Reason for removal*	Proposed species for replacement	Proposed tree size	Proposed location
1.						
2.						
3.						
4.						
5.						

* In order to qualify for Administrative (City staff) approval, the subject tree must meet one of the eligibility criteria for removal listed in Section 2.1 above.

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 the items specified below (including all listed details). This application will not be accepted via e-mail.

4.1 Tree Reforestation Plan - three (3) hard copy sets

The Tree Reforestation Plan shall be prepared by a Qualified Landscape Professional. "Qualified Landscape Professional" means a registered or licensed professional with credentials, such as a Certified Arborist or State-Licensed Landscape Architect.

Site Plan/Aerial Photo Specifications: For the Tree Reforestation Plan, each site plan or aerial photo (printed on 11" x 17" sheet) shall show the following:

- Primary property address identified in item 1.2 above
- Name of HOA or development, if applicable
- North arrow
- Labeled streets
- Location of each tree, numbered according to the tree legend
- Minimum 4" by 6" blank/white area for approval stamp
- Drawing/photo must be clear and legible.

Photograph Specifications: The photograph sheets (minimum 8.5" x 11") shall show:

- At least one color photo (minimum 4" x 6") of each tree proposed for removal, numbered according to the tree legend

4.1.1 Tree Disposition Plan

The Tree Disposition Plan shall include:

- Site plan and/or aerial photo (printed on 11" x 17" sheet) identifying the location and condition of the subject tree(s) to be removed within the HOA common area, numbered according to the tree legend. Trees eligible for removal must be dead, dying, diseased, and/or constitute a public nuisance as determined by the Director of Public Works or his/her designee.
- Tree legend
- Photographs of the subject tree(s)
- Supporting documentation (minimum 8.5" x 11") illustrating the reason(s) for tree removal

4.1.2 Tree Replacement Plan

The Tree Replacement Plan shall include:

- Site plan and/or aerial photo (printed on 11" x 17" sheet) identifying the location and type of replacement tree(s) that is required to be comparable in size and shape to the corresponding subject tree(s) being removed
- Tree legend

4.1.3 Planting Plan Detail

The Planting Plan Detail is required only when the replacement tree is to be located in an alternative location and shall include:

- Drawing (printed on 8.5" x 11" or 11" x 17" sheet) identifying the plant material (shrubs and/or groundcover) to be installed in the subject area

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

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4.1.4 Schedule of Performance

The Schedule of Performance establishes the timeframe for completing the removal and replacement of City-approved trees and/or the phased removal and replacement of City-approved trees over an extended period of time. The Schedule of Performance shall include:

- Document (printed on 8.5" x 11" sheet) identifying the outer date (month and year) planned for completion of the removal and replacement of each tree
- If a phased schedule is proposed, the outer date (month and year) corresponding to each tree, numbered according to the tree legend

4.2 HOA Board Approval Letter

Evidence of HOA Board approval of the proposed Tree Removal Application and Tree Reforestation Plan shall be provided in the form of a letter from the HOA Board President or other designated officer in support of the application. One of the following shall be attached to the letter:

- Resolution of the HOA Board approving the Tree Removal Application and Tree Reforestation Plan; OR
- Meeting minutes documenting the HOA Board's approval of the Tree Removal Application and Tree Reforestation Plan

4.3 Application fees (see Section 2.5)

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 30 days 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 30 days of receipt.

Date: _____

Received by (City staff name): _____

Property address: _____

(same as item 1.2 on page 1)

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(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.
 - 6.2c: The contractor performing the approved tree removal and replacement shall hold a business license issued by the City of Cerritos.
- 6.3 Plan Adherence.
 - 6.3a: No tree shall be removed without prior written approval by the City of Cerritos Department of Community Development.
 - 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.

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

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- 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.

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.

(This space is intentionally left blank.)

**Property
address:**

_____ *(same as item 1.2 on page 1)*

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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): _____

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.
- 6.2c: The contractor performing the approved tree removal and replacement shall hold a business license issued by the City of Cerritos.

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# _____