



APPLICATION FOR A TREE REMOVAL PERMIT

For on-site native trees & shrubs protected
by Ordinance 186,873, and parkway trees

BUREAU OF STREET SERVICES

URBAN FORESTRY DIVISION

1149 S. BROADWAY, SUITE 400, LOS ANGELES, CA 90015

Tel: 213.847.3077 Hours: 7:00 a.m. – 4p.m.

STEP1: CALL (800) 996-2489 or visit 'myla311.lacity.org' obtain a Service Request Number (Application #): _____
Application Number

STEP2: This completed application, along with all supporting documentation (see checklist on page 3), should be submitted by US mail to the address above or by email to bss.urbanforestry@lacity.org. (Incomplete applications will not be accepted and may be returned.)

Average processing time for applications is 90 to 120 days, after all required documents have been submitted and accepted by UFD.

Property Address: 549 HARVARD BLVD LOS ANGELES CA 90020
(Print Clearly) Number Street Name City State Zip Code

Property Owner's Name: 3751 WESIX QOZ, LP
First Last

Property Owner's Contact Information: 760-840-7354 BLAINEGREGSON@JAMISONPROPERTIESLP.COM
Tel. No. Including Area Code Email Address

Total number of tree(s) or shrub(s): 1 ^(2 CALIPERS) and reason for tree or shrub removal: DRIVEWAY RELOCATION, DWP
Damaged sidewalk, driveway relocation, street widening, City Planning condition,

STAGING AREA CLEARANCE & PLANNING LETTER OF DETERMINATION REQUIREMENTS

Staging, tree in proposed footprint of the structure, or dead tree or shrub. If it is a sewer line replacement issue, a sewer connection permit is required from the Public Works Bureau of Engineering.

Property Owner's Representative/Agent: BLAINE GREGSON
First Last

Company Name: 3751 WESIX QOZ, LP

Address: 3470 WILSHIRE BLVD #500 LOS ANGELES CA 90010
Number Street Name City State Zip Code

Contact Information: 760-840-7354 BLAINEGREGSON@JAMISONPROPERTIESLP.COM
Tel. No. Including Area Code Email Address

If the tree or shrub removal permit is approved and any fees due have been paid, the permit should be made out to (if this area is left blank, the permit will be made out to property owner):

Name: _____

Email or Mailing Address: _____

- ☐ This is a standard application for **STREET TREES**. Complete **Section 1** of the attached checklist on page 3.
- ☐ This is a standard application for **PROTECTED TREES OR SHRUBS**. Complete **Section 2** of the attached checklist on page 3. **Must include CEQA and approved Geosols letter. (See fee schedule on Page 2 for application and permit fees)**

☒ This application pertains to a **LAND DEVELOPMENT/ SUBDIVISION** case. Provide the items listed below (for Street Trees) or **Section 2** on page 3 (for Protected Trees and Shrubs):

- ✓ 1. Project title and case number (CP, ZA, TR, CPC, DIR, DIR, VAC, PM, DOT): DIR-2020-6681-TOC-SPR-HCA-1A
- ✓ Attach Letter of Determination and final CEQA document. ✓ Tree removals must be addressed or addendum will be required.
- ~~2. B-permit receipt showing tree fees have been paid.~~ **SEE BOE R3 REPORT - "A" PERMIT REQUIRED**
- ~~3. B permit drawings in 11"x17", showing existing tree location and proposed improvements.~~
- ✓ 4. Planting plan (2:1) ratio.
- ✓ 5. Plot plans.
- ✓ 6. Current photos of tree(s) (No Google Images).

TREE REMOVAL PERMIT APPLICATION CONTINUED ON NEXT PAGE
(PAGE 1 OF 3)

UFD STAFF ONLY	
INITIALS:	_____
DATE:	_____

PLEASE READ THE FOLLOWING BEFORE SIGNING

I am submitting this application along with the attached checklist and required documents to the above address. I understand that submittal of this application does not guarantee an approval for a tree or shrub removal permit. If the tree or shrub removal permit is granted, I understand I will be required to replace the removed tree(s) or shrub(s) at a ratio determined by the Urban Forestry Division and pay any outstanding planting, removal and/or permit fees in accordance with City policy. I understand that average processing time for the tree and shrub removal permits is 90 to 120 days from the time a complete application is received. This time frame is an average only and is subject to fluctuate upon project complexity and further review.

I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this application either in whole in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it's not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.

2/25/22
Date


Property Owner's Signature

GARRETT LEE
Print Name

Fee Schedule – Effective 11/5/2021

***Protected Tree Removal Application Fee:** \$805.99
(Applications will not be accepted without the fee.)

****Acceptance of application does not guarantee approval of permit request.****

****Protected Tree Removal Permit Fees:**

1-2 trees	- \$2,892.48
3-5 trees	- \$5,139.16
6-10 trees	- \$5,982.58
>10 trees	- \$5,982.58 plus \$1,070.76 for each set of up to 5 additional trees

****Please do not submit tree removal permit fee until requested to do so.****

STANDARD TREE REMOVAL APPLICATION CHECKLIST

(The following items are REQUIRED and must be attached to the application. Incomplete applications will not be processed.)

Rev. 02/2021

FOR STREET TREES (SECTION 1)

<input type="checkbox"/>	1.	Bureau of Engineering A-permit. (All driveway A-permits must include the notation "Driveway cannot be relocated in order to save tree").
<input type="checkbox"/>	2.	Plot Plans – Trees to be removed MUST be highlighted and distance from improvements included.
<input type="checkbox"/>	3.	Clear color photos of entire tree and/or damaged sidewalk (if repairing the sidewalk). No Google images.
<input type="checkbox"/>	4.	Any further information that the applicant or the City opines is pertinent to the project.

FOR PROTECTED PRIVATE PROPERTY TREES AND SHRUBS (SECTION 2)

Three (3) hard copies of the Protected Tree Report (PTR) or electronic copy shall be submitted by email or US Mail containing the following required information. (Los Angeles Municipal Code (LAMC) Section 17.02)

<input type="checkbox"/>	1.	"Tree Expert" A person with at least four (4) years of experience in the business of transplanting, moving, caring for and maintaining trees who is one or more of the following: (a) a certified arborist with the International Society of Arboriculture and who holds a valid California license as an agricultural pest control advisor or (b) a certified Arborist with the International Society of Arboriculture who is a licensed landscape architect or (c) a registered consulting Arborist with the American Society of Consulting Arborists. (Amended by Ord. No.186,873 Effective 2/04/2021)		
<input type="checkbox"/>	2.	By whom the PTR is prepared.	<input type="checkbox"/>	3. For whom the PTR is prepared.
<input type="checkbox"/>	4.	Date PTR is prepared.	<input type="checkbox"/>	5. Date of PTR field inspection.
<input type="checkbox"/>	6.	Table of Contents. All pages numbered and listed.	<input type="checkbox"/>	7. PTR location address with short geographic description.
<input type="checkbox"/>	8.	PTR purpose, include reason(s) for removal.	<input type="checkbox"/>	9. Project description and background.
<input type="checkbox"/>	10.	Square footage of the entire property and footprint of the existing and proposed new structure.		
<input type="checkbox"/>	11.	Field observations.	<input type="checkbox"/>	12. Findings.
<input type="checkbox"/>	13.	Recommendations.	<input type="checkbox"/>	14. Trees and shrubs tagged and numbered.
<input type="checkbox"/>	15.	Mitigation (optional, <u>City of Los Angeles proscribes mitigation for any protected tree or shrub removal approval</u>). The ordinance states the mitigation shall "approximate the value" of the removed trees or shrubs. The current Board of Public Works policy has increased the minimum requirements for the protected tree or shrub replacement to 4:1 ratio. The Bureau determines tree or shrub value or a group of trees or shrubs in context with their environment.		
<input type="checkbox"/>	16.	Matrix (spreadsheet) summarizing field observations of all protected trees or shrubs on subject property and any offsite protected trees or shrubs that may be impacted by project (trees or shrubs to be field tagged, provide code for offsite trees or shrubs, i.e. OS#1), tree or shrub species, tree or shrub height, diameter, spread, physical condition (i.e. declining, drought stressed, twig dieback, etc.) suggested treatment, tree or shrub rating, any other related information.		
<input type="checkbox"/>	17.	Matrix of proposed protected tree or shrub removals.		
<input type="checkbox"/>	18.	Matrix of proposed protected trees or shrubs to remain.		
<input type="checkbox"/>	19.	Color photographs of all protected tree(s) or shrub(s). Multiple trees or shrubs may be shown on a photo if there is some method to differentiate between individual trees or shrubs. Minimum photo size is 5"x7".		
<input type="checkbox"/>	20.	11-inches x 17-inches Topographical map (Construction drawing) with all protected trees or shrubs plotted (as close to real positions as possible, survey not required). Trees or shrubs shall be color-coded, either highlighted or CAD as follows: Quercus spp (yellow), Platanus racemosa (blue), Umbellularia californica (green), Juglans californica (orange), Sambucus mexicana (pink) and Heteromeles arbutifolia (brown). All proposed protected tree and shrub removals shall be circled in red. Approximate canopy spread should also be included. Included on the plan shall be the footprint of any proposed buildings, walls, patios, pools, etc. Also, lot and proposed building square footage should be included on plan.		
<input type="checkbox"/>	21.	Landscape plan showing locations of all replacement trees and shrubs on a 4:1 ratio with the tree and shrub stock size to be determined by the City. This plan shall be species color coded as per item 20.		
<input type="checkbox"/>	22.	Protected tree or shrub construction impact guidelines.		
<input type="checkbox"/>	23.	Any further information that preparer or City opines to be pertinent.		
<input type="checkbox"/>	24.	Pictures of protective fencing around the trees and shrubs to be protected in place.		
<input type="checkbox"/>	25.	Verification of current licenses and certifications.		
<input type="checkbox"/>	26.	Must be in a 3-ring binder, if large amount of pages.		
<input type="checkbox"/>	27.	Digital copy of all submissions.		

REQUESTING A TREE REMOVAL PERMIT

Department of Public Works' policy is directed towards the preservation of all parkway trees and does not provide for removal unless the tree is dead or cannot be trimmed and/or root pruned to be made safe. Alternative methods and options to removal are explored prior to considering potential tree removal. However, under certain circumstances, a tree removal permit may be considered.

Circumstances where a permit may be considered are:

1. Off-grade sidewalk replacement.
2. Sewer line replacement, relocation, or installation.
3. Water main or natural gas line repair, relocation, or installation.
4. Off-grade driveway or driveway apron replacement.
5. New driveway installation or relocation of an existing driveway.
6. Structure construction requiring tree removal.

If a removal permit is requested, please contact the Service Request Section at (800) 996-CITY (2489) or submit your on-line request via the web site <http://bss.lacity.org/request.htm>. For the hearing impaired, the number to call is 3-1-1. It is important to give complete information such as the correct address of the location of the tree(s), correct mailing address with zip code, and a daytime phone number (indicate if this is a work number).

In order to process the request, a completed tree removal application should be submitted to us. Additionally, the Bureau may need the following documentation:

1. Class "A" Permit for replacement of a sidewalk or driveway (obtained from one of four Bureau of Engineering district offices at <http://eng.lacity.org/permits/>)
Bureau of Engineering Offices:
201 North Figueroa Street 3rd Floor, Los Angeles, CA 90012, (213) 482-7030
638S. Beacon Street, San Pedro, CA 90731, (310) 732-4677
6262 Van Nuys Blvd., Suite 251, Van Nuys, CA 91401-2615, (818) 374-5090
1828 Sawtelle Boulevard, 3rd Floor, Los Angeles, CA 90025-5516, (310) 575-8384
2. Class "BC" Permit for new construction stating the conditions that require tree removal (Bureau of Engineering).
3. Sewer line (S) permit (Bureau of Engineering).
4. Excavation permit for water main or natural gas line (Bureau of Engineering).
5. Notice from proper agency that a tree requires removal due to interference with a utility vault or line that cannot be relocated.

Other pertinent information that may be required:

1. If you are not the legal owner or you are an agent acting for the legal owner, a completed Property Owner's Authorization for Tree Removal form is required (obtained from the Urban Forestry Division Representative).
2. Plot plan depicting the location of the tree(s) or,
3. Site plan depicting the location of the tree(s).
4. Photographs of the tree(s) to be removed and the damage created by the tree(s).
5. Formal request detailing reasons for removal(s).

Completed tree removal applications with pertinent documentation shall be forwarded to the appropriate investigator for inspection of the location. If you do not receive an application within two weeks of your request, please contact the Service Request Section (800-996-2489) and request to speak to the Permit Section of the Urban Forestry Division.

City policy requires all tree removals be replaced on a 2:1 basis. Replacement tree(s) will be required to be on-site whenever possible. The investigator will determine the replacement tree species and location.

Following the Urban Forestry Division's inspection a report will be drafted and sent to the Board of Public Works for review. If the Board approves the request and upon receipt of permit fees (if applicable), the permit will be issued to you. The replacement tree species and size will be included on the permit. The property owner is responsible for repairing any damage caused by the tree, the tree removal, tree replacement, and all other associated costs.

The removal of three or more trees requires that trees be posted for 30 days prior to removal in order to allow for public comment. This must be taken into account when setting your project timetable.

Native trees protected by City of Los Angeles' Ordinance require special consideration. Information for this may be obtained from the Urban Forestry Division office or through our on-line information library at <http://bss.lacity.org/UrbanForestry/index.htm>.

This information sheet is provided as a public service. Hopefully, it answers the important questions regarding the tree removal permit process. If you have any further questions, please refer to the Urban Forestry Division Inspector or contact the Division at (213) 847-3077. All information sheets may be obtained at the Urban Forestry Division office at 1149 S. Broadway, 4th Floor, Los Angeles, CA 90014 or online at www.lacity.org/BOSS/index.htm.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.