



January 2017

TREE PRUNING & REMOVAL PERMIT APPLICATION SUBMITTAL GUIDELINES

Tree removal permit cost is \$490, and it must be paid and picked up in person.

- **Trees located between curb and sidewalk, please contact City Landscape Maintenance Division for a tree removal request: 510-583-8906.**

To start tree pruning/removal permit application process, the online tree pruning/removal permit application form must be completed and email to landscape.email@hayward-ca.gov.

WHAT IS PROTECTED TREE: Protected Trees are trees preserved as a part of conditions of approval, or planted by the developer or homeowner to meet Zoning Ordinance requirements. California native trees with trunk diameter of equal or larger than four inches measured at fifty-four inches above ground are protected regardless of location: See Municipal Code Tree Preservation Ordinance (HMC Chapter 10, Article 15).

APPLICABILITY: A tree removal and pruning permit is required for all Protected Trees. Protected Trees in a single-family property are required front yard tree (one for every 50 feet of street frontage including side street for corner properties), and trees that are preserved or required to be planted. Protected trees in a multi-family, commercial or industrial property are the trees preserved in place as part of the conditions of approval or discretionary action, and trees planted by the developer for development. **Exceptions** will apply when personal injury or property damage is determined by the City Landscape Architect or the designated representative to be imminent due to the hazardous or dangerous condition of a Protected Tree, or the Protected Tree is an immediate impediment to the work of any public safety officers, a Protected Tree may be cut or removed without a permit. A Protected Tree removed under these conditions shall be replaced by a 24-inch-box tree under EMERGENCY CIRCUMSTANCES, and shall not negate the Conditions of Approval or Zoning requirements for the property.

PRUNING PROTECTED TREE: Routine maintenance pruning doesn't require a permit except California native tree when the pruning would be done by tree professional companies with an annual pruning permit issued by the City of Hayward. All tree shall not be severely pruned, topped, pollarded or otherwise pruned in a way that disfigures the natural form: Tree Preservation Ordinance Section 10-15.20.

REMOVING PROTECTED TREE: Any removal of Protected Tree requires a tree removal permit prior to removal and requires replacement as stated in the tree removal permit. Submitted application shall be reviewed for approval or denial. Once approved, an appointment will be set up for the payment of the application fees and picking up issued tree removal permit. The payment and permit pickup must be done in person by property owner or the representative.

CODE ENFORCEMENT CASES: A double application fees, \$980, shall be applied for tree pruning or removal permits under Code Enforcement cases. Replacement tree size will start at 36”-box unless exception is permitted by City Landscape Architect.

EXCEPTIONS: Trees that are part of a working orchard or trees planted by a single family homeowner in addition to the required tree(s).

REQUIRED APPOINTMENT: No walk-in permit will be issued. All appointments shall be held at Permit Center located on the ground floor of the City Hall building at 777 B Street. The application will be ready at the Permit Center reception desk for payment. After the payment is made at Revenue office located next to the Permit Center, return to Permit Center to pick up the tree removal permit. Estimated time for completion will be less than 30 minutes.

Required information for Tree Removal Application for 1 – 3 tree removal:

1. Location of the tree for removal (front yard, side yard etc.) on a plan or map or Google Earth image
2. Name of tree for removal
3. Approximate trunk diameter in inches measured 54-inch above the ground
4. Reason for removal
5. Replacement tree name and size
6. Replacement tree species and size for a single-family home: One 24”-box tree for one tree removed for a single-family home. If available planting space or condition or location/accessibility would create a hardship to plant 24”-box tree, two 15-gallon trees would be allowed in place of one 24”-box tree.
7. Replacement tree species and size for non-single-family home including duplex, multifamily residential development, commercial and industrial properties: One 36”-box tree for one tree removed except for California native trees. Request for removing California native tree shall require an arborist report by a certified arborist. Replacement of California native trees shall be done with like-kind and like-size, or like-value based on an appraised value by a certified arborist. When planting space is limited to accommodate 36”-box tree planting, 2 – 24”-box tree can planted in place of 1 – 36”-box tree.

Required information for Tree Removal Application for 4 or more tree removal:

1. Arborist report shall be required including health assessments and recommendations of trees proposed for removal, and appraised value. The report shall provide a location map showing existing tree(s) for removal. Recommendations shall include ways to avoid tree removal and preserve trees.
2. Replacement of tree shall be done to like-value. Minimum replacement tree size shall start at 36”-box tree unless available planting area limits the size of tree to be planted. 24”-box tree can be allowed with City Landscape Architect’s permission.

Regarding Tree Removal Permit Fees:

1. How was the fee determined? Why more than double of the previous fees?
Fees were evaluated by Wildan as part of their analysis for all City charged fees. Fee study was completed last year sometime. The fees were based on information we provided to them regarding time spent processing the applications and City Council direction that Departments operate with 100% cost recovery.

2. Where does the money go? To support the division or General Fund or City's special tree program?

The charges on permits is based on actual cost recovery for our time processing and reviewing the requests. The fees, I believe, go to our revenues for the Division. – please confirm with Jade...not sure if go to our Division or General Fund.

3. What do I get for \$490? The City doesn't provide pre or post inspection. (True for the properties removing less than three trees that are non-CA native).

There are costs associated with the City's processing of these permits. City Council has asked that we operate with 100% cost recovery. Based on that direction and the time to process these permits, the fees increased. We will continue to evaluate and can make adjustments over time to reflect cost of doing business.