



CITY OF WEST SACRAMENTO
TREE PERMIT INFORMATION AND APPLICATION FORM

Activities requiring a Tree Permit:

\$25 fee (each permit) for businesses

- Cutting down, moving, removing, trimming any branch of a street tree. (A street tree is any tree growing within a strip 12 1/2 feet from the back curb of the street.)
Cutting down, moving, removing, trimming any branch of a heritage, or landmark tree. (A "Heritage tree" means any living tree with a trunk circumference of 75" or more, or a Native Oak with a trunk circumference of 50" or more; both measured 4'6" from ground level.)
Performing any work such as trenching, grading, paving, or parking vehicles within the drip line of a street, heritage, or landmark tree.
All tree work must follow ANSI A300 Standards.

What to do:

- Fill out the information below only if the tree fits one or more of the criteria listed above. Include \$25 fee with permit (businesses only - no fee is required for residents)
Turn the completed permit and fee into the Department of Parks and Recreation at the address shown on bottom of page, or email to treepermits@cityofwestsacramento.org

If you are requesting removal of a protected tree, an Arborist report describing the reason for removal must be attached. Within 30 days, the tree will be evaluated by the City Arborist. Owner may be contacted for access to the tree.

- If approved, original permit will be mailed to you, or you may request to pick it up. Email is available upon request.

A copy of the tree permit must be posted in a conspicuous location on the property near the tree during removal or trimming. An Encroachment Permit is required for ANY work performed within a public right-of-way or easement, or for work that may affect these areas.

ENCROACHMENT PERMIT # (if applicable)

NAME OF OWNER/APPLICANT: PHONE NUMBER:
MAILING ADDRESS: Street Address City/State Zip EMAIL:
PROPERTY ADDRESS (Location):
SPECIES OF TREE(S) TRUNK CIRCUMFERENCE Inches
PROPOSED ACTIVITY: [] TREE REMOVAL [] MAJOR PRUNING [] OTHER
REASON FOR ACTION:
FOR REMOVAL OF PROTECTED TREES, WRITTEN EVALUATION OF TREE HEALTH AND STATUS BY AN ISA (International Society of Arboriculture) CERTIFIED ARBORIST MUST BE INCLUDED WITH THIS APPLICATION.
SIGNATURE OF OWNER: DATE:

FOR CITY USE ONLY:

ARBORIST NAME: DATE:
FINDING:
CITY MANAGER OR DESIGNEE DETERMINATION: [] PERMIT APPROVED [] PERMIT DENIED
AG AND NATURAL RESOURCES SUBCOMMITTEE REVIEW NEEDED? [] YES [] NO
NAME/SIGNATURE TITLE: DATE:
ATTACH 2 TO 4 PHOTOS AS NEEDED ON SECOND PAGE

Revised 6 - 2020