

**eMail or Fax Application to:**  
Parks & Recreation Services Department  
1500 Jefferson St.  
Napa, CA 94559  
Phone (707) 257-9529  
Fax (707) 257-9532



**Application Fee:**  
 \$175.00 (Per tree)  
 Waiver See Part B

## **STREET TREE PRUNING AND REMOVAL APPLICATION**

### **Pursuant to City of Napa Municipal Code 12.44**

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#### **INSTRUCTIONS**

- 1) **REMOVAL/ PRUNING-** Complete **Part A** of Application including signature of property owner.  
Note: DO NOT complete this application if you have sidewalk damage and wish to participate in the Tree/Sidewalk Repair program, which is managed through the City's Public Works Department, 257-9520.
- 2) **Return Completed Form and Application/Processing Fee to:**

Parks & Recreation Services Department  
1500 Jefferson St.  
Napa, CA 94559  
Fax # 707 257-9532 (Visa or Master Card Only)

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#### **What happens after I submit my Application?**

##### **Tree Removal Program**

- 1) The Tree Supervisor will do a site visit and inspect the tree (s). He will complete Part B of Application with his findings and submit to the Parks, Trees & Facilities Manager for review and approval of recommendations. Once Part B is completed, Applicants for Tree Removal will be notified, in writing, of the findings and recommendations of the Department, which may include conditions, if required.
- 2) Tree Removal requests that are denied can be appealed to the City's Tree Advisory Commission. If you wish to appeal to the Tree Advisory Commission, complete Part C of the application and return to the Parks & Recreation Services Department within ten (10) days after notification of denial.

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#### **APPLICATION FOR TREE PRUNING OR REMOVAL**

Section 12.44 of the Municipal Code covers all tree removal and pruning in the City Right-of-Way. No tree on the City's Right-of-Way can be pruned or removed without the approval of the Parks & Recreation Services Department. Trees that are dead or presenting a hazard such as trees that, in the judgment of the Parks Division Staff, are liable to fall on persons or property will be removed by the City. A replacement tree, selected by the property owner from the City's Approved Tree List, will be planted by the City if adequate space is available.

The removal of live trees, in healthy condition and not liable to fall or creating other trees hazard, will be considered on a case by case basis. It has been the policy of both the Parks & Recreation Services Department and the City Tree Advisory Commission not to remove a healthy tree causing sidewalk damage unless, the sidewalk is repaired. A tree removal denied by the Parks & Recreation Services Department can be appealed to the City's Tree Advisory Commission. Commission decisions, in turn, can be appealed to the City Council.

Approval of a tree removal requires the replanting of a new tree within six (6) months of the removal. The new tree is selected by a property owner from the City's Master Street Tree list and planted to City specifications. The applicant, except when the tree is being removed and replaced under the Tree/Sidewalk Repair Program, must pay for the cost of removing and replacing a tree. Contact the Public Works Department at (707) 257-9520 for more information on the Tree/Sidewalk Repair Program.

**TREE REMOVAL/PRUNING**  
**PART A - APPLICANT**

**When submitting application, please include the \$175.00 application-processing fee per tree.  
This application becomes null and void one year from the date of application.**

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**APPLICATION FOR;**

**Pruning Branches**    **Tip Pruning (Crape Myrtle)**    **Root Pruning**    **Removal**

**PLEASE PRINT**

Applicant/Property Owner \_\_\_\_\_ Date of Application \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_ Day Time Phone # \_\_\_\_\_

**Site Address** \_\_\_\_\_

Type & Number of Trees to be - **Pruned** \_\_\_\_\_ # \_\_\_\_\_ **Removed** \_\_\_\_\_ # \_\_\_\_\_

Reason for Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REMOVAL** - I understand that any tree approved for removal requires a replacement tree planted to City specifications as provided by Section 12.44.030 of the Napa Municipal Code.

**PRUNING**- I hereby request permission to prune the above type and number of trees as required in Section 12.44.50 of the Napa Municipal Code. I agree to relieve the City of Napa of any liability arising out of this activity.

The work will be completed by \_\_\_\_\_, 20 \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_

**SUPERVISOR'S REPORT**

FOR OFFICIAL USE ONLY

**PART B**

Type of tree(s) \_\_\_\_\_ Diameter(s) \_\_\_\_\_  
Please attach site sketch for multiple trees

Sidewalk Damage: Yes  No  Lift in Inches: \_\_\_\_\_ Other Damage \_\_\_\_\_

Condition of Tree: Good  Fair  Poor ; Hazards Present: No  Yes

If yes, explain: \_\_\_\_\_

Distance of Utilities from Tree:  Water \_\_\_\_\_  Sewer \_\_\_\_\_  Other \_\_\_\_\_ Feet \_\_\_\_\_

- Tree Pruning is approved – Applicant must remove and dispose of all cuttings, branches, leaves and clean the street area after completion of work.
- PRS will prune the Street Tree
- Fee Waiver** – Tree to be pruned in accordance to the City of Napa Tree Pruning Standards
- Recommended Removal at Property Owner Expense?  
*Requires \$300.00 refundable deposit for final approval to remove*
- Recommended for Removal under the Tree/Sidewalk Preventative Program - **Sidewalk**
  - Requires \$425.00 Fee from Property Owner for PRS to schedule removal for 1"-12" DBH*
  - Requires \$1,601.00 Fee from Property Owner for PRS to schedule removal for 13"-25" DBH*
- Recommended for Removal under the Tree/Sidewalk Preventative Program –**Fruiting Tree**
  - Requires \$425.00 Fee from Property Owner for PRS to schedule removal for 1"-12" DBH*
  - Requires \$1,601.00 Fee from Property Owner for PRS to schedule removal for 13"-25" DBH*
- PRS to Remove Street Tree due to current condition. *PRS to schedule removal.*  
**Application fee to be refunded.**
- Recommend applying for the Public Works Sidewalk Repair Program. Call (707) 257-9520.

Room for Replant: Yes  No  Overhead Obstruction: Yes  No

Tree Category: 1  2  3  4

Comments: \_\_\_\_\_

Tree Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Site Sketch attach separately**

**Action by Parks & Recreation Services Department (Designee)**

Approved  Denied  Modified as Follows: \_\_\_\_\_ Referred to Tree Commission

Requirements/Conditions: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parks, Trees & Facilities Manager

# APPEAL INFORMATION

(Tree Removal Only)

## Part C

The Tree Advisory Commission has been appointed by the City Council, pursuant to Section 2.80 of the Municipal Code of the City of Napa. If you are dissatisfied with the above action by the Parks & Recreation Services Director (or his/her designee) you may, within ten (10) days of the receipt of this notice, file an appeal with the Tree Advisory Commission as provided in Section 12.44.030 of the Municipal Code. The Commission has the authority to approve, modify or override the Parks & Recreation Services Director's decision.

I wish to appeal this action to the Tree Advisory Commission. I certify that I am the owner of the property described above or the owner's representative and I understand the approved requirements and conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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### ACTION BY THE TREE ADVISORY COMMISSION

Date of Meeting \_\_\_\_\_ Refer to Minutes Dated \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Modified as Noted \_\_\_\_\_

Comments: \_\_\_\_\_

Tree Advisory Commission Secretary \_\_\_\_\_

APPLICANT: If you are dissatisfied with the above action of the Tree Advisory Commission, you may, within ten (10) days of the date of the Tree Commission action file an appeal to the City Council, as provided in Section 12.44.030 of the Napa Municipal Code. Such appeals must be filed with the City Clerk's office.

I wish to appeal this action to the City Council. I certify that I am the owner of the property described above or the owner's representative and I understand the approved requirements and conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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### ACTION BY CITY COUNCIL

Date of Meeting \_\_\_\_\_ Refer to Minutes dated \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Modified as noted \_\_\_\_\_

Signed: \_\_\_\_\_,

City Clerk