City of Mill Valley Planning Department
Supplemental Application for
Tree Removal Permit

26 Corte Madera Ave., Mill Valley, CA 94941 ▪ 415-388-4033 ▪ Fax: 415-381-1736 ▪cityofmillvalley.org

Applicants: Please include the Main Application along with this Tree Removal Permit. Attach additional sheets if necessary. This permit is for tree removal requests on private property only.

Cross-Reference Information

Address/Location of Project Site:	Assessor's Parcel Number:

Trees Proposed to be Removed

Species:	Circumference (4 1/2 feet above ground):

Application Requirements

1. Completed Main Application Form, Tree Removal Permit form and Fee.
2. Photographs of the trees and a basic site plan indicating the location of the trees, species and circumference of all trees slated to be removed.
3. An Arborist report prepared by and signed by a certified arborist explaining the condition of the trees, reasons for removal and any plans for mitigation if applicable.
4. Applications for tree removal permits in conjunction with a Design Review application, construction or grading activity shall provide a detailed site plan. All such site plans shall indicate the location, species, and circumference of all trees located within 50 feet of proposed construction activity, including but not limited to all heritage trees which are proposed for removal.

Certification

I, the undersigned owner of the subject property, have read this application for a tree removal permit and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Property Owner's Signature _____ Date: _____

I, the undersigned applicant, have read this application for a tree removal permit and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant's Signature _____ Date: _____

Staff Use Only

Received By: _____

Date: _____

Review Procedure – Heritage Trees

1. The Zoning Administrator may conduct a public hearing before acting on any application for a Tree Removal Permit. A notice of the public hearing will be mailed to all property owners within 300 feet of the property on which the tree is located at least 10 days prior to the meeting. In addition, a public hearing notice poster must be prominently displayed at the project site.
2. The applicant or their representative must be present at any public hearings for the project. Any member of the public may speak at the public hearing.
3. The applicant or any interested party may appeal any decision by the City within ten calendar days of the decision by filing an appeal letter and a $250 fee with the Planning Department.
4. When a Tree Removal Permit is required in conjunction with any other applications (such as a design review, use permit or variance application), the application for the tree removal permit shall be submitted and reviewed at the same time as the related applications.

Review Procedure – Non-Heritage Trees and Heritage Trees With Sudden Oak Death

1. The Director of Planning and Building may consider an application for a tree removal permit for four or more non-Heritage Trees on developed lots and <u>any</u> tree on a vacant lot. Notice of the Director's decision to approve a tree removal permit shall be mailed to property owners within 300 feet of the property ten days prior to the effective date of the decision. In addition, copies of a public notice poster shall be prominently displayed at the project site.
2. The applicant or any interested party may appeal any decision by the City within ten calendar days of the decision by filing an appeal with the Planning Department.
3. When a Tree Removal Permit is required in conjunction with any other applications (such as a design review, use permit or variance application), the application for the tree removal permit shall be submitted and reviewed at the same time as the related applications.

Criteria for Approval or Denial of a Tree Permit

A permit may be granted upon a finding that the tree removal is necessary to accomplish any one or more of the following objectives:

1. To protect the public health and safety by reducing or eliminating fire danger and other potential hazards to persons or property.

2. To prevent obstruction or interference with public utility facilities, sanitary sewer facilities, storm drains, or water supply facilities, or watercourses.

3. To ensure reasonable preservation of views and sunlight.

4. To enhance the health of the subject tree or adjacent trees.

5. To allow the owner to reasonably develop and use the subject property.

A tree removal permit may be denied if any one or more of the following findings is made:

1. Removal of a healthy heritage tree or multiple trees could be avoided by reasonable alternatives such as trimming, pruning, thinning, or other reasonable treatment.

2. Revisions to a proposed project would allow an owner to reasonably develop and use the subject property without requiring removal of a healthy heritage tree or multiple trees.

3. Adequate provisions for drainage, erosion control, land stability, avoiding adverse visual impacts and wind screening have not been made in situations where problems are anticipated as a result of tree removal.

Conditions of approval may be attached to any tree removal permit.