



**PLANNING DIVISION | COMMUNITY DEVELOPMENT DEPARTMENT**

30001 Ladyface Court, Agoura Hills, CA 91301

(818) 597-7339

www.agourahillscity.org

APP - 06	Rev. May 2023
DATE:	_____
OAK PERMIT NO.	_____
CUP PERMIT NO.	_____

**OAK TREE PERMIT APPLICATION**

**SECTION 1: PROPERTY/OWNER/APPLICANT INFORMATION**

<b>A.P.N.:</b>	<b>Project Address:</b>	<b>Property Type:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential
Property Owner's Name ( <i>Print</i> ):	Applicant's Name:	Contractor's Name:
Property Owner's Address:	Applicant's Address:	Contractor's Address:
Property Owner's Phone No.:	Applicant's Phone No.:	Contractor's Phone No.:
Property Owner's Email Address:	Applicant's Email Address:	Contractor's Email Address:

**INDEMNIFICATION AND PROPERTY OWNER / APPLICANT CONSENT**

*I understand that the requested approvals sought through this application are for my benefit (or that of my principal). Therefore, if the City grants the approval(s), with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I agree to accept this responsibility for defense at the request of the City and also agree to defend and indemnify (with counsel of the City's choosing), and hold the City harmless from any costs, claims, demand, financial loss, penalties, fines, judgments, or liabilities arising from the approvals, with or without conditions, including without limitation, any award or attorney's fees that might result from the third party challenge, excepting only liability arising from the sole negligence, gross negligence, or intentional misconduct of City. For the purpose of this indemnity, the term "City" shall include the City of Agoura Hills, its officers, officials, employees, agents, and representatives. For the purpose of this indemnity, the term "challenge" means any legal or administrative action to dispute, contest, attack, set aside, limit, or modify the approval, project conditions, or any act upon which the approval is based, including, but not limited to, any action alleging a failure to comply with the California Environmental Quality Act or other laws.*

Further, I consent that I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

- \* A tree permit is nontransferable and must be kept on site when any work described in the permit is taking place.
- \* The permittee understands that when any work is completed it shall constitute an acceptance of the permit general provision.
- \* Any person violating provisions of City of Agoura Hills Municipal Code is subject to a suspension of any permits until all mitigation measures specified by the City are satisfactory complete or the appropriate restitution, as determined by the City, has been made.
- \* I have read the City's Oak Tree Permit Submittal Requirements.

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature (if different from Owner)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrative approvals.** The department of planning and community development has jurisdiction to approve a request for the removal of one (1) oak tree on a single parcel. Except for dead trees, subsequent requests for the removal of trees beyond one (1) oak tree on a single parcel of record will be referred to the planning commission for review and approval.

**Planning commission approval.** When two (2) or more trees are being requested for removal on an original application, the case will be referred to the planning commission.

**Oak tree permit approval process.** The director of planning and community development or the planning commission may approve an oak tree permit when one (1) of the following findings can be made, after city inspection of the tree and property.

**Appeals.** Within twenty (20) calendar days of the notice of decision, the applicant, city council, or planning commission may appeal the decision of the director of planning and community development to the planning commission or the decision of the planning commission to the city council.

## SECTION 2: APPLICATION TYPE

<input type="checkbox"/> <b>Emergency Permit</b>	<input type="checkbox"/> <b>General Permit</b>	<input type="checkbox"/> <b>Development Permit</b>
<i>*Dead or hazardous trees</i>	<i>*Pruning, removal, or work near protected trees</i>	<i>*As part of a development application (existing and new development)</i>
<b>Complete Section 3</b>	<b>Complete Section 4</b>	<b>Complete Section 5</b>

## SECTION 3: EMERGENCY OAK TREE PERMITS

**PHOTOGRAPHS ARE REQUIRED**

Is the Tree An *Imminent Safety and/or Risk to People/Property?*  Yes  No

*\*For the purposes of this application, "Imminent" means action needs to be taken within 24-48 hours.*

**Timeframe of Hazard:**  Immediate  One day  One week  One month  Unknown

**What is the Hazard (check all that apply)?**

- Tree may fall  
 Large branch may fall  
 Tree or branch has already fallen and is presenting a safety hazard  
 Tree is significantly uprooted and/or unnaturally leaning over infrastructure or a highly trafficked area

**If the tree or branch may fall, what will it potentially land on (check all that apply)?**  Structure  Outdoor sitting area  
 Sidewalk/walkway  Driveway  Utility  Foundation

**Occupancy of potential hazard area (if applicable):**  None  Occasional  Frequent  Constant

Additional Information: \_\_\_\_\_

## SECTION 4: GENERAL OAK TREE PERMITS

### Request to **PRUNE** a protected Oak Tree

1. Number of trees to be pruned: \_\_\_\_\_

*\*Oak Tree Reports are required for 5 or more Oak Trees. If less than 5, verify if an Oak Tree Report is required.*

2. Purpose of pruning Oak Tree(s):  
 \_\_\_\_\_

3. Approx. number and size of branches to be pruned: \_\_\_\_\_

4. Approx. % of tree canopy to be effected:  0-10%  10-20%  
 20-30%  30-40%  >40%

Sketch the location of the Oak Tree to be pruned/removed. Include the location of all impacted Oak Tree. If oak trees will be removed, sketch locations where replacement Oak Trees will be planted.

### Request to **REMOVE** a protected Oak Tree

1. Number of trees to be removed: \_\_\_\_\_

*\*Oak Tree Reports are required.*

2. Purpose of removing Oak Tree(s):  
 \_\_\_\_\_

**Tree is dead or hazardous (non-emergency):**

Residential properties – Plant one 15-gallon replacement Oak Tree (per tree removed)

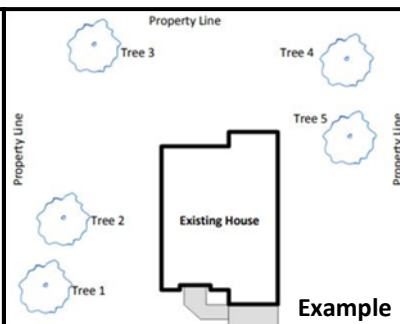
Non-residential properties – Plant one 36-inch box replacement Oak Tree (per tree removed)

**Tree is alive:**

Residential properties – Plant one 36-inch box replacement Oak Tree (per tree removed)

Non-residential properties – Plant two 24-inch and one 36-inch box replacement Oak Trees (per tree removed)

*\*Landmark trees (>48" trunk dia.) – obtain nursery grown Oak Tree of same caliper as tree removed or two 60-inch box Oak Trees*



**Request to PRUNE a protected Oak Tree***\*Oak Tree Reports are required. See submittal requirements.*

1. Number of trees to be pruned: \_\_\_\_\_
2. Purpose of pruning Oak Tree(s): \_\_\_\_\_
3. Approx. number and size of branches to be pruned: \_\_\_\_\_
4. Approx. % of tree canopy to be effected:  0-10%  10-20%  20-30%  30-40%  >40%

**Request to REMOVE a protected Oak Tree***\*Oak Tree Reports are required. See submittal requirements.**\*\*Site Plan is required*

1. Number of trees to be removed: \_\_\_\_\_
2. Purpose of removing Oak Tree(s): \_\_\_\_\_

**FOR OFFICE USE ONLY****Required Application Materials**

1. \_\_\_\_\_ Completed Oak Tree Permit Application 2. \_\_\_\_\_ Oak Tree Report 3. \_\_\_\_\_ Site Plan 4. \_\_\_\_\_ Grading Plan 5. \_\_\_\_\_ Photograph(s)

**Note: applications will not be accepted unless/until all information required by the Planning Division is submitted**

	Residential	Non-residential
Administrative Review	\$371	\$662
Administrative Review with Consultant Review Deposit		
4 trees or fewer	\$525	\$700
5 trees or more	\$1,000	\$1,200
Planning Commission Approval with Consultant Deposit		
4 trees or fewer	\$2,000	\$3,000
5 trees or more	\$3,000	\$4,500
Minor Oak Tree Permit	\$275 (Deposit Only)	\$275 (Deposit Only)
Emergency Oak Tree Permit (In case of emergency caused by the Oak Tree being in a hazardous or dangerous condition, the fee may be waived; such tree may be removed by permission of the City, but an Emergency Oak Tree Permit Application must be filed for the record)		
	<b>Total</b>	<b>\$</b>

**AUTHORIZATION OR DENIAL**

**Permit Authorization:**  Permit Approved  Permit Denied Decision Date: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_ Appeal Deadline: \_\_\_\_\_

**Permit Conditions/Mitigation Required?**  Yes (see attached Oak Tree Consultant Memo)  No

**Emergency Permit Authorized and Fees Waived?**  Yes  No

Date Received:	Primary Case No. & Related Case No(s)	Method of Payment:
Received By:		Trust Account Name: