

CITY OF PACIFICA, PLANNING DEPARTMENT
1800 FRANCISCO BOULEVARD
PACIFICA, CA 94044
650-738-7341

COUNTER HOURS
M, T, TH 8:00-5:00
W 8:00-7:30
F 8:00-1:30

FOR QUESTIONS ON PERMITS
CONTACT DEPT. OF PUBLIC WORKS
650-738-3760

WHAT IS A HERITAGE TREE AND HOW ARE THEY PROTECTED?

A heritage tree is any tree within the City of Pacifica, exclusive of eucalyptus, which has a trunk with a circumference of fifty inches (50"), approximately sixteen inches (16") in diameter, or more when measured two feet above the natural grade. In addition, the City Council may designate any tree or grove of trees of special historical, environmental, or aesthetic value as a heritage tree. Because of their value to the City of Pacifica, heritage trees may not be removed, destroyed (which includes substantial trimming which threatens the healthy growth of the tree), or damaged beyond repair without a Heritage Tree Permit ("Permit"). New construction within the dripline of a heritage tree shall not be allowed without an approved Permit. Development projects involving heritage trees which require approval from the Planning Commission must be accompanied by a tree protection plan which is processed with planning permits.

The Permit application fee is ~~\$271.00~~ ^{\$189.00}. This fee is **non-refundable**. Payment of the fee does **NOT** guarantee the approval of the Permit. It is therefore important for the applicant to read the following guidelines before applying for a Permit.

-  The Parks Superintendent will use the factors set forth in Pacifica Municipal Code Title 4, Chapter 12, to determine if a Permit application should be approved or denied. Such factors may include, but are not limited to, the health of the tree; the tree's interference with utility services and whether the tree poses a public nuisance risk.
-  It is the responsibility of the applicant to document any and all problems associated with the tree and to explain why the problems cannot be mitigated using normal tree care procedures such as pruning, watering, fertilization etc. The City may require a report from a certified arborist documenting the problems with the tree or trees and explaining why removal is the best option. This report shall be paid for solely by the applicant. If you are uncertain if a tree removal is justified, it is best to consult with a tree professional before applying for a permit.
-  Damage to non-structural concrete such as sidewalks, curbs and gutters, walkways, patios and driveways do not justify tree removal unless accompanied by a letter from a qualified contractor detailing to the satisfaction of the Parks Supervisor why removal is necessary to complete needed repairs.
-  Clogged sewer lines do not justify tree removal unless it is shown that sewer repairs cannot be made otherwise to the satisfaction of the Parks Supervisor.
-  Inconvenience problems such as leaf debris or shade on the house do not justify tree removal.
-  Unless an imminent hazard exists to the satisfaction of the Parks Superintendent, the Parks Superintendent will not approve tree removals on steep slopes during the rain season (November thru May). All applications for tree removals on steep slopes must be accompanied by a replanting plan showing the number, species and location of replacement trees.
-  The Parks Superintendent may impose conditions on the Permit to ensure compliance with the Permit approval and to mitigate the effects of the tree removal

HERITAGE TREE REMOVAL PERMIT PROCESSING

APPLICATION

The applicant submits the application to the City of Pacifica with the number, species, size, and location of the tree(s) involved, a statement of the reason for the requested action, five (5) stamped envelopes #10 (4 1/8" X 9 1/2"), and the \$271.00 filing fee.

STAFF REVIEW

Within fourteen (14) days after the receipt of the application, the Parks Superintendent will inspect the property and the trees involved and shall issue a decision concerning the removal or the substantial trimming of the tree(s).

PUBLIC NOTICE OF DECISION AND APPEALS

If the Parks Superintendent approves the Permit, notice of the decision shall be posted on the tree(s) and mailed to the applicant and all adjacent and contiguous property owners. The decision of approval or denial may be appealed to the Parks, Beaches, and Recreation Commission within seven (7) days. If the tree removal permit is approved, and no appeals are made, the applicant will be notified and may proceed with the removal.

This pamphlet is for informational purposes only. These guidelines are based on provisions in the Pacifica Municipal Code. To the extent there is any discrepancy between this pamphlet and the code, the code shall govern.

CITY OF PACIFICA

MEMORANDUM

To: Property Owner

Subject: Heritage Tree Application

Please fill out top half of attached application and return to the Planning Department, 1800 Francisco Blvd. Pacifica, CA 94044 with \$271.00 and five (5) stamped envelopes.

The Parks Superintendent will verify your detailed justification for removal, and then check the tree(s) and either post the tree(s) or issue a denial of removal. If he recommends removal, adjacent and surrounding neighbors will be notified. They will then have seven (7) business days in which to appeal the removal of the tree(s). If the Parks Superintendent denies removal, you will have seven (7) business days to appeal this decision to the Parks Beaches and Recreation Commission. If there is no problem, City staff will issue a letter and permit that will serve as your authorization for removal of the tree.

A Heritage tree is any tree (excluding eucalyptus) with a circumference of 50" (approximately 16" in diameter) or more measured 24" above the natural grade.

PLEASE NOTE: SUBMITTAL OF AN APPLICATION TO REMOVE A HERITAGE TREE IS NOT AUTHORIZATION TO UNDERTAKE SUCH WORK. NO DISTURBANCE OF THE HERITAGE TREE IS PERMITTED UNTIL YOU ARE NOTIFIED THAT THE PERMIT HAS BEEN APPROVED.

07/08/2013

CITY OF PACIFICA

DEPARTMENT OF PUBLIC WORKS - FIELD SERVICES DIVISION
170 SANTA MARIA AVE. PACIFICA, CA 94044
650-738-3760 650-738-9747 (fax) DPWassistance@ci.pacifica.ca.us

HERITAGE TREE APPLICATION

THIS SECTION IS A PERMIT APPLICATION ONLY.
IT DOES NOT GUARANTEE ISSUANCE OF PERMIT NOR GIVE PERMISSION TO BEGIN WORK

PERMIT NUMBER: DATE: PAID: RECEIPT NUMBER:

APPLICANTS NAME: PHONE NUMBER:

ADDRESS:

1) LOCATION OF TREE(S):
(ATTACH A SKETCH OR PLOT OF PROPERTY)

2) VARIETY OF TREE(S): TOTAL NUMBER OF TREE(S):

3) ACTION REQUESTED:
removal / destruction construction affecting dripline other (please specify)
move designate as Heritage Tree

4) JUSTIFICATION (STATE THE REASON WHY THE ACTION IN SECTION 3 IS BEING REQUESTED):

5) SIGNATURE OF PROPERTY OWNER:
(by signing, you are granting permission for the City of Pacifica to inspect tree(s) on your property)

THE PERMITTEE AND/OR PROPERTY OWNER BY ACCEPTANCE OF THIS PERMIT, AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF PACIFICA FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS AND LEGAL ACTIONS FOR INJURIES OR DAMAGES TO PERSONS OR PROPERTY RESULTING FROM OPERATIONS OR MAINTENANCE UNDER THIS PERMIT, REGARDLESS OF PASSIVE NEGLIGENCE OF THE CITY OF PACIFICA, ITS OFFICERS, EMPLOYEES, CONSULTANTS AND AGENTS, AND AGREES TO COMPENSATE THE CITY IN FULL FOR ALL DAMAGES TO PROPERTY OF THE CITY OR TO PUBLIC PROPERTY UNDER ITS JURISDICTION RESULTING FROM OPERATIONS OR MAINTENANCE UNDER THIS PERMIT.

*****APPLICANT - DO NOT COMPLETE BELOW THIS LINE*****

HERITAGE TREE ORDINANCE - PERMIT

IN ACCORDANCE WITH THE APPLICATION EXECUTED ABOVE, PERMISSION IS: GRANTED DENIED

EFFECTIVE DATE: EXPIRATION DATE: EXTENTION EXPIRATION:

SUBJECT TO THE FOLLOWING CONDITIONS:
to be done by a professional tree service with a City of Pacifica business license
debris to be removed when work is completed
mitigation measures (specify):

NOTE: ANY COSTS FOR THE REMOVAL OF HERITAGE TREE(S) IS AT THE EXPENSE OF THE PROPERTY OWNER

INSPECTED BY: DATE:

APPROVED BY: DATE:

HERITAGE TREE ORDINANCE APPEAL

NAME OF APPELLANT: PHONE NUMBER:

ADDRESS:

REASON TO APPEAL THE ADMINISTRATIVE DECISION ABOVE FOR THE FOLLOWING REASON: