

# CITY OF BIG BEAR LAKE

(909) 866-5831 – P.O. Box 10000 – 39707 BIG BEAR BOULEVARD – BIG BEAR LAKE, CA 92315



## TREE REMOVAL PERMIT

### FILING REQUIREMENTS AND REVIEW INFORMATION

#### PURPOSE

1. A tree removal permit is required pursuant to Ordinance No. 2002-325, Section 9.A, ("Tree Conservation Ordinance") in cases where there is no construction or development proposed involving other plan reviews, permits or approvals, but the property owner desires to remove one or more trees six (6) inches or greater in diameter at breast height (DBH).
2. A tree removal permit application is not required in cases where the Big Bear Lake Fire Protection District, California Department of Forestry, or a qualified tree expert provides a written determination to the City that trees should be removed, pursuant to Section 9.E and 9.F of the Tree Conservation Ordinance.

#### APPLICATION / PLAN SUBMITTAL

1. In order to start the tree removal permit review process, the property owner or designated representative must submit the required items to the Planning Division. The public counter is open Monday through Friday from 8:00 AM to 5:00 PM.
2. The applicant for a tree removal permit shall provide the following information with the application:
  - Application form, filled out, and signed;
  - The required fee as established by City Council;
  - Proof of property ownership, or permission of the property owner to remove the tree(s); *(affidavit attached)*
  - A description or diagram of the number, general location, diameter at breast height (4.5 ft above grade), species, and general condition of each tree proposed for removal, and of each tree six (6) inches or greater located within ten (10) ft of any tree proposed for removal;
  - Photographs of each tree proposed for removal.
3. Tree permit applications are reviewed by the Planning Division, with no public notice to adjacent property owners. Based on the completeness of information provided, the permit can generally be processed within five working days.
4. Conditions of approval may be applied to the permit to ensure compliance with the Tree Conservation Ordinance, which may include necessary measures to protect other trees on the site, and/or planting of replacement trees.
5. Approval of a tree removal permit may be granted only if the required findings can be made, pursuant to Section 9.C of the Tree Conservation Ordinance.
6. After approval or denial of the tree application, the applicant or any other party may appeal the Planning Division decision to the Planning Commission upon submittal of an appeal application and the required fee. Appeals must be received no later than the eleventh business day following the date of the Planning Division's notification of approval or denial.

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## TREE REMOVAL PERMIT APPLICATION

File #: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Fees paid: \_\_\_\_\_

Filing date: \_\_\_\_\_  
Received by: \_\_\_\_\_

Applicant: \_\_\_\_\_

Business name (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Contact person/representative: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Street address of property(s): \_\_\_\_\_

Assessor's parcel number(s): \_\_\_\_\_

Zoning designation: \_\_\_\_\_

Number of trees prior to removal:⓪ \_\_\_\_\_

Number of trees proposed to be removed:⓪ \_\_\_\_\_

Reason(s) for removal: \_\_\_\_\_

### FOR OFFICE USE ONLY

Tree permit:      Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Condition(s) of approval: \_\_\_\_\_

⓪ Per Section 5 Item X of Tree Ordinance 2002-325, "Tree" shall mean a self-supporting woody plant growing upon the earth that usually provides one main trunk and produces a more or less distinct and elevated crown with many branches. For purposes of this ordinance, the term "tree" shall include only those trees that are six (6) inches or greater in DBH (*Diameter at Breast Height*)

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### SITE PLAN

- Please show:
1. North arrow; approximate scale; property lines; location of existing structures and/or streets in vicinity of proposed tree removal;
  2. Location; size; and species of all trees to be removed, and any trees located within ten (10) feet of trees to be removed;
  3. Clearly indicate which trees are proposed for removal, and which trees will remain;
  4. Any other information that will assist staff in reviewing the application (*use additional sheets if necessary*).

A large, empty rectangular box with a dashed border, intended for the applicant to draw their site plan. The box is currently blank.

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## TREE REMOVAL PERMIT

### AFFIDAVIT

PERMIT APPLICATION NO. \_\_\_\_\_

I certify that I am the duly authorized applicant/representative for the project herein described and that the information provided is true, accurate, and complete to the best of my knowledge and belief. I understand that in order for this application to be considered a complete submittal, all of the information required must be submitted. I further understand that the formal review period for the project will not commence unless and until the application is deemed complete.

APPLICANT'S SIGNATURE: \_\_\_\_\_

TYPE OR PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

I(we), \_\_\_\_\_, being property owner(s) of the property herein described, and state as follows:

1. That I am (we are) the owner(s) of the subject property described as:

APN #: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

*(Attach a separate sheet if necessary)*

2. That I am (we are) aware of the project being proposed on said property.

3. That the applicant/representative whose name is so affixed to the application is the duly authorized representative of the project.

4. I am (we are) aware that there may be conditions of approval imposed upon the project, and I (we) agree to abide by the required conditions.

Signatures of all property owners: \_\_\_\_\_

*(Attach a separate sheet if necessary)*

Date: \_\_\_\_\_ 20\_\_\_\_

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## TREE REMOVAL PERMIT

### FINDINGS

#### FOR DEPARTMENTAL USE ONLY

Tree Ordinance No. 2002-325, Section 9 – Tree Permit Requirements and Procedures.  
Prior to approval of any tree removal permit, the reviewing authority shall find that all of the following findings are true:

1. The tree removal is reasonable and beneficial because such removal conforms to policies of the General Plan and the Tree Conservation Ordinance, and promotes public health, safety and welfare, because:

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2. The tree removal will not substantially diminish the overall forest canopy within the vicinity or significantly change the character of the site from that of a mountain environment, such that the purpose and intent of the Tree Conservation Ordinance as set forth in Section 4 can be met on the site if the permit is granted, because:

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3. The tree removal will not affect an eagle perch tree, because:

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4. A replacement tree has \_\_\_\_\_ has not \_\_\_\_\_ been required, because:

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