

CITY OF SOUTH PASADENA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

1414 Mission Street South Pasadena CA 91030 (626) 403-7240

PARKWAY TREE TRIMMING PERMIT APPLICATION

Please submit plan if more than three (3) trees are involved

NO PERMIT FEE IS REQUIRED FOR THIS APPLICATION

PERMIT #: \_\_\_\_\_

JOB SITE: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY BUSINESS LICENSE No: \_\_\_\_\_

1. Type/Variety of Tree: \_\_\_\_\_ Size of Tree: \_\_\_\_\_  
(trees 4" in diameter or greater are Mature trees.) (diameter of tree measured 4' above natural grade)

Proposed trimming percentage of live foliage: \_\_\_\_\_ % Location: \_\_\_\_\_  
(tree should be located in front of your residence in the parkway.)

Description of Proposed Work: \_\_\_\_\_  
(include all conditions warranting the proposed work.)

2. Type/Variety of Tree: \_\_\_\_\_ Size of Tree: \_\_\_\_\_  
(trees 4" in diameter or greater are Mature trees.) (diameter of tree measured 4' above natural grade)

Proposed trimming percentage of live foliage: \_\_\_\_\_ % Location: \_\_\_\_\_  
(tree should be located in front of your residence in the parkway.)

Description of Proposed Work: \_\_\_\_\_  
(include all conditions warranting the proposed work.)

3. Type/Variety of Tree: \_\_\_\_\_ Size of Tree: \_\_\_\_\_  
(trees 4" in diameter or greater are Mature trees.) (diameter of tree measured 4' above natural grade)

Proposed trimming percentage of live foliage: \_\_\_\_\_ % Location: \_\_\_\_\_  
(tree should be located in front of your residence in the parkway.)

Description of Proposed Work: \_\_\_\_\_  
(include all conditions warranting the proposed work.)

A copy of the following items must be received at the Public Works Office before permit can be issued:

- Certificate of the Liability Insurance Naming the City of South Pasadena as Additional Insured. (Limits \$1,000,000).
- Certificate of Workmen's Compensation Insurance.

APPLICANT AGREES TO THE FOLLOWING CONDITIONS WHEN APPLICANT TAKES OUT PERMIT:

- 1.) It shall be unlawful for any person to damage any mature, significant tree located within the City per City Code Section 34.4(d). Damages could result in severe penalties including possible replacement trees of like-size when a tree does not recover from damages; or misdemeanor charges, per City Code Section 3.10(a)(b).
- 2.) Topping of any tree is strictly prohibited.
- 3.) City Code section allows up to 20% of the live foliage to be trimmed on most varieties and up to 10% on native California species, such as oak trees. Conditions must exist to warrant any trimming in excess of the allowed amount. After initial inspection of the site, a City inspector will approve the percentage of live foliage which may be trimmed.
- 4.) The applicant must call for an inspection 24 hours prior to the tree trimming work so that the City inspector may oversee the work of the contractor. Please call Service Facilities at (626) 403-7370, Monday through Friday from 7:00 a.m. to 3:30 p.m. to schedule an appointment.

APPLICANT SIGNATURE: \_\_\_\_\_

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

City use only

1. Approved or Denied (circle one per tree) Type/Variety inspected: \_\_\_\_\_

Percentage of live foliage approved for trimming: \_\_\_\_\_ %      Size of Tree: \_\_\_\_\_

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

Inspected by: \_\_\_\_\_      Date: \_\_\_\_\_

2. Approved or Denied (circle one per tree) Type/Variety inspected: \_\_\_\_\_

Percentage of live foliage approved for trimming: \_\_\_\_\_ %      Size of Tree: \_\_\_\_\_

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

Inspected by: \_\_\_\_\_      Date: \_\_\_\_\_

3. Approved or Denied (circle one per tree) Type/Variety inspected: \_\_\_\_\_

Percentage of live foliage approved for trimming: \_\_\_\_\_ %      Size of Tree: \_\_\_\_\_

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

Inspected by: \_\_\_\_\_      Date: \_\_\_\_\_