

CITY OF SOUTH PASADENA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

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

PRIVATE PROPERTY TREE TRIMMING PERMIT APPLICATION

This permit applies to Oak trees and native California species only.  
Please submit plan if more than three (3) trees are involved.

PERMIT FEE: \$35.00 PLUS \$25.00 TREE INSPECTION FEE. PERMIT #: \_\_\_\_\_

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

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

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

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' from base of trunk)

Proposed trimming percentage of live foliage: \_\_\_\_\_ % Location: \_\_\_\_\_  
(specific location of tree on property i.e. front yard, side yard etc.)

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: \_\_\_\_\_  
(specific location of tree on property i.e. front yard, side yard etc.)

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: \_\_\_\_\_  
(specific location of tree on property i.e. front yard, side yard etc.)

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

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

- 1.) It shall be unlawful for any person to damage or cause to be damaged any heritage tree, mature oak tree or mature native 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.) Conditions must exist to warrant any trimming or pruning greater than 10%. After initial inspection of the site, a City inspector will approve the percentage of live foliage which may be trimmed.
- 4.) Only hazard trimming of oak trees will be allowed from July through the end of September
- 5.) The applicant must call for an inspection 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: \_\_\_\_\_

<small>City use only</small>	
1. Approved or Denied (circle per tree)	Type/Variety inspected: _____
Percentage of live foliage approved for trimming: _____ %	Size of Tree: _____
Comments: _____	
Inspected by: _____	Date: _____
2. Approved or Denied (circle per tree)	Type/Variety inspected: _____
Percentage of live foliage approved for trimming: _____ %	Size of Tree: _____
Comments: _____	
Inspected by: _____	Date: _____
3. Approved or Denied (circle per tree)	Type/Variety inspected: _____
Percentage of live foliage approved for trimming: _____ %	Size of Tree: _____
Comments: _____	
Inspected by: _____	Date: _____