



City of Half Moon Bay

Planning Department
501 Main Street
Half Moon Bay, CA 94019
Phone: 650.726.8250 / Fax: 650.726.8261

TREE REMOVAL APPLICATION

Site address or location description _____

Assessor's Parcel Number(s) # _____

Name of property owners _____

Mailing address _____ Phone () _____

City _____ State ____ Zip _____

Cell Phone () _____ Email _____

Existing land use: Residential Industrial Commercial Mixed Use

Tree Location: Private lot In common area

Gross Acres of the Site: _____ HERITAGE TREE: YES / NO (see checklist)
(circle one)

Explanation of why trees should be removed _____

Number of Trees to be Removed: _____

	Tree Type	Circumference at 2 feet Above Grade Level
TREE A	_____	_____
TREE B	_____	_____
TREE C	_____	_____

ATTACH A SEPARATE SHEET OF PAPER TO DESCRIBE ADDITIONAL TREES.

Signature of Requestor _____

Print Name _____ Phone () _____

TREE REMOVAL APPLICATION CHECKLIST

1. Please review the following information for definitions, supporting ordinances and clarification for the proper identification of the tree(s) you are requesting to be removed.

Definition of a Heritage Tree – excerpts from “Chapter 7.40 “Heritage Trees” ”

7.40.010 Heritage tree defined. - As used in this Chapter “heritage tree” means:

- a. A tree located on public or private property, exclusive of eucalyptus, with a trunk diameter of 12 inches or more, or a circumference of at least 38 inches measured at 48 above ground level.
- b. A tree or stand of trees so designated by resolution of the city council based on its finding of special historical, environmental or aesthetic value, including a resolution adopted under former Chapter 12.16.

7.40.040 Removal and major pruning of heritage trees prohibited without permit

It is unlawful for any person to remove, or cause to be removed any heritage tree from any parcel of property in the city, or prune more than one-third of the branches or roots within a twelve (12) month period, without obtaining a permit in accordance with the requirements of this chapter; provided, that in case of emergency, when a tree is imminently hazardous or dangerous to life or property, it may be removed by order of the city manager, or his or her designee, or of the chief of the Half Moon Bay Fire Protection District. Any person who vandalizes, grievously mutilates, destroys or unbalances a heritage tree without a permit or beyond the scope of an approved permit shall be in violation of this chapter.

- 2. Attach **ONE (1) copy of the Plot Plan** of location where trees currently exist.
- 3. Submit **PHOTO(S) of TREE(S)**, printed in 8 ½” x 11” sheets of paper.
- 4. Pay **FEES** by cash, credit card or check **payable to City of Half Moon Bay** per the Master Fee schedule.

OFFICE USE ONLY:

CITY AUTHORIZATION: _____ DATE: _____

FEES:

CASH/CHECK NO. _____ AMOUNT: _____ STAFF: _____ DATE: _____