**APPLICATION FOR ADMINISTRATIVE TREE REMOVAL**

This application is for the removal of three or less trees not combined with any development permit that requires discretionary approval. Removal of over three trees requires a discretionary permit. If it is believed that the tree(s) is/are a hazard, an ISA Tree Hazard Evaluation Form shall be required with the submittal of the completed application.

Based on the site plan, photos, report prepared by a County-approved tree consultant, and other information submitted by the applicant, the Monterey County RMA-Planning Department shall make a determination pertaining to the removal of trees.

All tree removal permits approved by the County are subject to conditions of approval. The approved permit(s) shall not be complete until all conditions are met. A copy of the approved tree removal permit(s) must be posted on each tree proposed to be removed for 10 days prior to removal. A copy of the approved tree removal permit must be retained on-site during removal operations.

Excessive tree pruning resulting in the removal of over one-third of green foliage requires a tree removal permit.

### PROJECT INFORMATION

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CITY/STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEAREST CROSS-STREET</td>
<td>ASSESSOR’S PARCEL NUMBER(S)</td>
<td></td>
</tr>
<tr>
<td>REASON FOR TREE REMOVAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OWNER/APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
<td>CITY/STATE</td>
</tr>
<tr>
<td>FAX</td>
<td>E-MAIL</td>
</tr>
</tbody>
</table>

### CONSULTANT INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
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</tr>
<tr>
<td>FAX</td>
<td>LICENSE/CERTIFICATION #</td>
</tr>
</tbody>
</table>

### TREE REMOVAL CONTRACTOR INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
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</thead>
<tbody>
<tr>
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<td>FAX</td>
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</tr>
</tbody>
</table>

### SUBJECT TREE(S)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>SPECIES</th>
<th>DIAMETER</th>
<th>REASON (e.g. DEAD, DISEASED, HAZARDOUS)</th>
</tr>
</thead>
</table>

County shall not be responsible for any damage to property or persons caused by or related to trees located on private property. It is the property owner’s responsibility to maintain all trees on his or her property in a reasonable and safe manner, and any inspection performed by the County is limited to advisory assessment only.

I hereby consenting, permitting and authorizing County representatives to, as necessary, enter onto my property to conduct any inspection in order to determine whether a permit/waiver should be issued. I agree to comply with all County and State laws relating to vegetation removal, disposal and transport. I acknowledge that it is unlawful to alter the substance of any official Monterey County form or document. I acknowledge that no work on the subject tree(s) is permitted until written County approval is given.

Signature of Property Owner

(Can only be signed by Property Owner)

*Monterey County reserves the right to take action against any and all parties for the violation of applicable ordinances.*
**GENERAL INFORMATION**

- **RECEIVED BY:**
- **PLANNER ASSIGNED:**
- **PLANER:**
- **DIRECTOR OF PLANNING:**
- **ZONING ADMINISTRATOR:**
- **PLANNING COMMISSION:**
- **MATERIALS RECEIVED:**
  - ISA TREE HAZARD EVALUATION FORM
  - REPORT
  - PHOTOS
  - SITE PLAN
  - OTHER:

**PRIOR TREE REMOVAL ON PARCEL**

<table>
<thead>
<tr>
<th>Number of tree permits granted for the APN:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of trees removed (in total):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are prior conditions met?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**FINDINGS**

In order to grant the permit for tree removal, the following findings based on substantial evidence shall be made:

- **INLAND** (Chapter 21.64.260)
  - Is the tree removal the minimum required under the circumstances of the case? YES ☐ NO ☐
  - Is the tree removal cause critical viewshed impacts? YES ☐ NO ☐
  - Does tree removal involve possible adverse environmental impacts? YES ☐ NO ☐

- **COASTAL** (Chapter 20.144.050, 20.145.060, 20.146.060, and 20.147.050)
  - Is the removal within a riparian corridor? YES ☐ NO ☐

**CONDITIONS OF APPROVAL**

**CONDITIONS**

**Tree Replacement:** Within 60 days of permit approval, the applicant shall mitigate for loss of habitat as follows:

1. Replace each tree removed:
   - Ratio: __________, with same tree type.
   - Within same general location as tree(s) removed.
   - Not within same general location as the tree removed.
   - Dead | ☐ | Injured/Dying | ☐ | Disease/Insects | ☐ | Endangering Structure(s) | ☐ |
   - Other: __________________________________________

2. Alternatives to replacement (Relocation/ Fee Program):
   - ☐ No replacement. Reason: ________________________
   - ☐ Other: _______________________________________

**Tree and Root Protection:** Prior to beginning any tree removal, trees which are located close to trees approved for removal shall be protected from inadvertent damage from equipment or tree removal activity by fencing off the canopy drip-lines and/or critical root zones (whichever is greater) with protective materials.

- ☐ Tree protection measures from a County-approved tree consultant in addition to the standard condition: ________________________

**RAPTOR/MIGRATORY BIRD NESTING:** Any tree removal activity that occurs during the typical bird nesting season (February 22-August 1), the County of Monterey shall require that the project applicant retain a County qualified biologist to perform a nest survey in order to determine if any active raptor or migratory bird nests occur within the project site or within 300 feet of proposed tree removal activity. During the typical nesting season, the survey shall be conducted no more than 30 days prior to ground disturbance or tree removal. If nesting birds are found on the project site, an appropriate buffer plan shall be established by the project biologist.

- ☐ Project applicant shall submit, to the RMA-Planning Department, a letter of notification of the presence of active raptor or migratory bird nests on the project site, and a description of the buffer plan to be implemented.

- ☐ Evidence of tree replacement shall be submitted to the RMA-Planning Department. Evidence shall be a receipt for the purchase of the replacement tree(s) and photos of the replacement tree(s) being planted.

- ☐ One year after the planting of the replacement tree(s), a letter shall be prepared by a County-approved tree consultant reporting on the health of the replacement tree(s) and whether or not the tree replacement was successful or if follow-up remediation measures or additional permits are required.

- ☐ Evidence of tree protection to the RMA-Planning Department for review and approvals.

- ☐ Submit evidence of tree protection to the RMA-Planning Department after construction or tree removal to document that the tree protection has been successful or if follow-up remediation measures or additional permits are required.

- ☐ Submit photos of the trees on the project to the RMA-Planning Department after construction or tree removal to document that the tree protection has been successful or if follow-up remediation measures or additional permits are required.

**No Conditions Required:**

Reason: ____________________________

**COMPLIANCE ACTION**

- ☐ Project applicant shall submit, to the RMA-Planning Department, a nest survey prepare by a County qualified biologist no more than 30 days prior to ground disturbance or tree removal to determine if any active raptor or migratory bird nests occur within the project site or immediate vicinity.

- ☐ Evidence of tree replacement shall be submitted to the RMA-Planning Department. Evidence shall be a receipt for the purchase of the replacement tree(s) and photos of the replacement tree(s) being planted.

- ☐ Evidence of tree protection to the RMA-Planning Department for review and approvals.

- ☐ Submit evidence of tree protection to the RMA-Planning Department after construction or tree removal to document that the tree protection has been successful or if follow-up remediation measures or additional permits are required.

**APPROVED ☐ # of trees approved for removal: ___
DE nied ☐ # of trees denied for removal: ___

Planner: ____________________________
Planning Team: ______________________
Date: _____________________________

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