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Artesia, CA 90701
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CITY OF ARTESIA PUBLIC WORKS DEPARTMENT

OFF CYCLE TREE SERVICE APPLICATION

APPLICANT

NAME: _____
ADDRESS: _____
CITY: _____ ZIP: _____
PHONE: _____
EMAIL: _____

WORK REQUESTED

(check all that apply)

___ TRIMMING
___ REMOVAL
___ PLANTING

Approval or denial of an off-cycle tree service is based on the following criteria:

- Public safety concern that cannot be mitigated by trimming or other means
- Poor health, including disease and/or decay
- Structural issues that cannot be corrected
- Invasive species

In the event a tree is removed, the Artesia municipal code says that two trees will be planted to replace the one (AMC 7-4.11-E1). Applicant must plant two replacement trees that comply with AMC 7-4.08 (b) (2) with at least one tree to be replanted on site or provide payment in lieu of replacement per AMC 7.4.11 (e) (2).

OFFICE USE ONLY	
DATE RECEIVED	
ONSITE INSPECTION COMMENTS	

TREE SERVICE QUESTIONNAIRE

Artesia's trees are maintained on a three year cycle. Off-cycle tree service requests are covered under the Artesia Municipal Code, under Section 7-4.11. Please answer this

1. Is this tree a City tree or has it been designated as a heritage tree? _____
2. If possible, please provide botanical identification of the tree: _____
3. City of Artesia is on a three year tree trimming cycle. Please describe why this off-cycle service is requested.

4. Please provide a written description of the proposed pruning and/or removal (attach additional page if necessary): _____

5. Please attach photo of the tree(s). If it is for pruning, indicate where pruning is to occur on the photo.

BY SIGNING BELOW, APPLICANT ACKNOWLEDGES THAT THEY UNDERSTAND THE ABOVE TREE SERVICE PROCESS AS DESCRIBED IN THE ARTESIA MUNICIPAL CODE, AND THAT THE DETERMINATION TO REMOVE A CITY TREE IS MADE BY THE CITY AND/OR ITS ARBORIST.

APPLICANT'S SIGNATURE: _____ DATE: _____

§ 7-4.08 Planting in Public Areas.

(a) No person other than the City shall plant any plant or tree within the public rights-of-way without first applying for a planting permit and obtaining written permission from the City Manager or designee.

(b) No person shall plant in or remove from any public rights-of-way or public easement any plant or tree without complying with the following requirements:

- (1) Trees shall be a species of trees specified on the City's official list of approved trees.
- (2) Trees shall be planted in accordance with ANSI Z60.1 and ANSI A300 standards.
- (3) Trees shall not be planted within the utility easement.
 - (i) Trees planted near overhead distribution shall be species that comply with the City's official approved species list that are identified as appropriate species for planting adjacent to overhead utilities.

(Ord. 22-931, § 3)

§ 7-4.11 Permit Application and Processing.

(a) Application submittals shall include the following minimum information for staff review:

- (1) A completed tree permit application and payment of fee.
- (2) Indication of street tree and/or heritage tree.
- (3) The correct botanical identification of the tree.
- (4) A statement of the reason for the requested action.
- (5) A written description of the proposed pruning and/or removal to be used consistent with the most current version of ANSI A300 and Z133.
- (6) Photographs of the tree, indicating as best possible where pruning is to occur or why a tree should be removed.
- (7) If required by the City Manager or designee, a certified arborist written report describing the proposed pruning.
- (8) Any other pertinent information determined necessary by the City Manager or designee.

(b) When removal or pruning of a street tree or heritage tree is proposed as part of or in conjunction with new development, the application shall also include:

- (1) A site plan showing the location of buildings, structures, and proposed site disturbances.
- (2) The location of all street trees on the site.
- (3) The City or heritage trees on the site that would be removed or pruned. An authorized representative of the department shall inspect any street tree or heritage tree or site subject to this section and shall file a written report and his or her recommendations to the City Manager or designee.

(c) Upon receipt of an application, the City Manager or designee shall review the application for accuracy and completeness and approve or deny a permit based on the following criteria:

- (1) Public safety concern that cannot be mitigated by pruning or other means.
- (2) Poor health, including disease and/or decay.
- (3) Structural issues that cannot be corrected.
- (4) Invasive species.

(d) If a permit to remove is approved, unless it is an emergency pursuant to Section 7-4.10(d), City staff shall post a notice on the intent to remove subject tree(s), clearly visible to the public and in proximity to, and on the City's website for 10 days, so any person may file a written objection with the City Manager or designee.

(e) If it is determined by the City Manager or designee or the Tree Advisory Board that the adverse effects of tree removal can be mitigated, conditions shall be imposed on the removal based on, but not limited to, one or more of the following standards:

- (1) Two Replacement Trees. Applications approved by the City Manager or designee based on the determination that the tree(s) should be removed for reasons of health, safety, proximity to existing structures, walkways and/or traffic areas, or by the condition of the tree as a host to a plant or insect or disease which endangers other adjacent healthy trees, and where the impact cannot be mitigated without removal, shall require replacement at a ratio of two replacement trees for each removal with a trees of similar stature and species on the approved species list. At least one replacement tree shall be planted on site and the other may be planted elsewhere at the discretion of the City Manager or designee.
- (2) Payment in Lieu of Replacement. As an alternative to on-site planting, an applicant may request to submit payment to the City of Artesia of costs equivalent to the value of the removed tree(s) or the cost of the numbers of replacement tree(s) as determined by the Council of Tree & Landscape Appraisers Guide for Plant Appraisal, 10th Edition or newer. The payment shall be deposited into the Tree Fund and be used to plant additional trees off site in a location approved by the City Manager or designee.

(Ord. 22-931, § 3)