



**CITY OF CAMPBELL**  
Community Development Department

**TREE REMOVAL PERMITS**  
**PLANNING APPLICATION CHECKLIST**

(Download at <http://bit.ly/treeremovalchecklist>)

This Planning Application Checklist (“Checklist”) is intended to facilitate the submittal of a development application to the City of Campbell Planning Division. Please note that there are specific Checklists for different application types (e.g., single-family homes, land use changes, planned developments, etc.). If you are unsure of which Checklist to refer, please visit the Planning Application Checklists webpage at <http://bit.ly/appchecklists>. If you need additional assistance, please contact the Planning Division at (408) 866-2140 or [planning@campbellca.gov](mailto:planning@campbellca.gov), or visit us at City Hall.

**APPLICATION TYPES**

This Checklist is to be used for **Tree Removal Permit applications**, as specified below, for the purpose of removing one or more “protected” trees (described on Page 3) unrelated to a development project. If you wish to remove a protected tree as part of a development project (e.g., construction of a new house), please refer to the appropriate Application Checklist (see <http://bit.ly/appchecklists>).

APPLICATION TYPES	
APPLICATIONS	DESCRIPTION
<ul style="list-style-type: none"> <li>■ <b>Tree Removal Permit (Single-Family Residential)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to remove a “protected” tree on a traditional single-family residential property (i.e., not a townhome, condominium, etc.).</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Tree Removal Permit (All Other)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to remove a “protected” tree on all properties, except single-family residential.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Dead Tree Removal</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to remove a “protected” tree that is dead or in a state of irreversible decline on all properties.</li> </ul>
<p><b>Note:</b> The City of Campbell is a recognized “<a href="#">Tree City USA</a>” committed to the preservation of the community’s urban forest. As such, Tree Removal requests are granted only in very limited circumstances and are frequently denied due to the high threshold set by the City’s Tree Protection Ordinance. Please refer to the ‘Tree Removal Criteria’ section on Page 4 for an explanation of what conditions may warrant removal.</p>	

**DIGITAL SUBMISSION REQUIRED**

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications for a development permit must be electronically submitted through the MGO system**, accessible at <http://bit.ly/planningmgo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <http://bit.ly/campbellappcenter>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Planning Division at (408) 866-2140 or [planning@campbellca.gov](mailto:planning@campbellca.gov). If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

## REQUIRED APPLICATION MATERIALS

Unless specifically excluded by a staff planner in writing, the following Application Materials, as specified in the table, below, are required for a development application to be deemed "complete" under the [California Permit Streamlining Act](#). Upon submittal to the MGO system, a staff planner will review your uploaded materials for general adequacy with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials, including when responding to a notice of incompleteness, must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS
<b>Tree Removal/Replacement Plans</b>	
1.	<p><b>Tree Removal and Replacement Plan</b> illustrating the location(s) and drip line(s) of the tree(s) proposed to be removed <b>and</b> the location(s) the proposed replacement tree(s), where applicable:</p> <ul style="list-style-type: none"> <li>■ Location, size and species of protected tree(s) to be removed;</li> <li>■ Location, size and species of the proposed replacement tree(s) as required by the 'Replacement Tree Requirements' table on Page 4;</li> <li>■ Existing and/or proposed footprint of the structure(s), paving, and landscape areas.</li> </ul> <p><i>For Example</i></p>
<b>Additional Items</b> <i>(provide as separate documents)</i>	
2.	<b>Site Photograph(s)</b> of the trees proposed for removal (at least two photographs per tree).
3.	<b>Written Statement</b> providing the rationale for the proposed removal, which must specifically cite the applicable finding(s) for removal as discussed in the 'Tree Removal Criteria' section, below.
4.	<b>HOA Approval Letter</b> signed by an authorized representative of a homeowner's association (HOA) or comparable governing board for any property located within a common-interest development. The letter must specifically authorize the requested tree removal and the planting of required replacement tree(s).
5.	<a href="#">Acknowledgement Statement</a> (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.

## ARBORIST REPORT

An arborist report is **NOT** required, except when the condition or viability of the tree(s) or its impact to property is not readily evident. In such a circumstance, the City may require outside preparation of an arborist report at the applicant's expense (actual contract cost plus a 20% administrative fee). The planner assigned to your application will inform you if an arborist report is necessary.

## APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application Materials must be submitted **electronically** in [Adobe PDF](#) (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. Please do not add dates, numbers, acronyms, special characters (!, @, #, \$, %, ^, &, ", ", and \*), version numbers or prefix numbers to the file names.

REQUIRED FILE NAMING FORMAT	
Required Material <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>
■ Tree Removal and Replacement Plan	■ Tree Removal and Replacement Plan
■ Written Statement	■ Written Statement
■ Site Photographs	■ Site Photographs
■ HOA Approval Letter	■ HOA Approval Letter
■ Acknowledgement Statement	■ Acknowledgement Statement

## APPLICATION FEES

Payment of application fees is required for your application to be deemed "received" under the California Permit Streamlining Act (Government Code § 65943 et seq.). Accordingly, review of an application will not begin until payment of all fees has been made and posted to your account. Failure to pay in a timely manner may result in your application being removed from the application queue (rejected), requiring a new application to be submitted. The application fee schedule is available at <http://bit.ly/feesplanning>. Please note that the City charges a 3.36% processing fee for all credit card transactions and a 1% processing fee for all ACH (electronic check) transactions. Cash or check payments may be made at the City Finance Department at no additional cost.

## PROTECTED TREES

The following trees are considered "protected" and require approval of a Tree Removal Permit:

- **All Properties:** (1) Any tree shown on an approved landscaping plan or required to be planted or retained as a condition of approval of a development application, a building permit, or a tree removal permit; (2) Any tree designated as a "Heritage Tree" by the Historic Preservation Board.
- **Single-Family Residential Properties.** Any Oak, Redwood, Cedar, or Ash tree measuring 12-inches in diameter or greater (as measured 4-feet above grade).
- **All Other Properties.** Any tree measuring 12-inches in diameter or greater (as measured 4-feet above grade).

**Exceptions:** Regardless of size, fruit trees and Eucalyptus trees, are not considered "protected" and do not require a Tree Removal Permit.

## TREE REMOVAL CRITERIA

Under the [City's Tree Protection Ordinance \(CMC Ch. 21.32\)](#), the Community Development Director may only approve a Tree Removal Permit after making at least one of the findings, below. **If at least one of the findings cannot be affirmatively established, the request will be denied.**

- **Diseased or Danger of Falling.** The tree or trees are diseased or presents a danger of falling that cannot be controlled or remedied through reasonable preservation and/or preventative procedures and practices such that the public health or safety requires its removal.
- **Structure Damage.** The tree or trees have caused or may imminently cause significant damage to the existing main structure(s) that cannot be controlled or remedied through reasonable modification of the tree's root or branch structure.
- **Utility Interference.** The tree or trees have interfered with utility services where such interference cannot be controlled or remedied through reasonable modification/relocation of the utility services and/or reasonable modification of the tree's root or branch structure.

## TREE REMOVAL CRITERIA *Continued*

- **Overplanting.** The tree(s) is crowding other protected tree(s) to the extent that removal is necessary to ensure the long-term viability of adjacent tree(s).
- **Economic Enjoyment and Hardship.** The retention of the tree(s) restricts the economic enjoyment of the property or creates an unusual hardship for the property owner by severely limiting the use of the property in a manner not typically experienced by owners of similarly zoned and situated properties, and the applicant has demonstrated to the satisfaction of the approval authority that there are no reasonable alternatives to preserve the tree(s). A minor reduction of the potential number of residential units or building size due to the tree location does not represent a severe limit of the economic enjoyment of the property.

## TREE REPLACEMENT REQUIREMENTS

If your Tree Removal Permit request is approved, you will be required to replace the tree(s). The *minimum* number and size of replacement trees is based on the number and size of trees approved for removal, as indicated in the table below. If you are replacing a tree that was required as a part of an approved Landscaping Plan, the replacement species must be consistent with the Landscaping Plan. Otherwise, the replacement tree will be determined by the Community Development Director.

REPLACEMENT TREE REQUIREMENTS			
Trunk Size of Removed Tree (measured at 4 feet above grade)		Replacement Ratio Required (per tree removed)	
<i>Diameter (inches)</i>	<i>Circumference (inches)</i>	<i>Number of replacement trees</i>	<i>Minimum Size</i>
12 to 24	38 to 75	One (1)	24-inch box
Greater than 24	Greater than 75	One (1)	36-inch box
City-designated Heritage Trees (any size)		One (1)	48-inch box
<b>In-Lieu Fee:</b> If a property cannot reasonably accommodate the required replacement tree(s) in compliance with the above table, the City may accept payment of an in-lieu fee equal to the fair market value of a standard City street tree (delivered and installed) at the sole the discretion of the Community Development Director.			

## ADDITIONAL REQUIREMENTS

The following requirements and standards apply to all Tree Removal Permit applications:

- **Cost of Replacement Trees.** Replacement trees shall be obtained and planted at the expense of the applicant.
- **Replanting Period.** Replacement trees shall be installed within thirty days from the date the tree removal permit is issued unless accepted arboricultural practices dictate a preferential planting period for the species chosen as the replacement tree.
- **Inspection.** City staff shall be permitted to enter the property to verify the installation of the replacement trees.
- **Maintenance of Replacement Trees.** Any person who is required to plant replacement trees as a condition of a tree removal permit shall maintain such trees in a healthy condition to ensure their long term survival.
- **Maintenance Deposit.** Payment of a refundable cash deposit for faithful performance may be required prior to (or as a condition of) the issuance of the Tree Removal Permit to ensure acquisition and proper planting and maintenance of the replacement tree(s). The amount of the cash deposit and the duration of its retention is at the discretion of the Community Development Director.



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ACKNOWLEDGEMENT STATEMENT

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation is grounds for revocation of an approved land use entitlement pursuant to Campbell Municipal Code (CMC) 21.68.030.B. Signature by the Applicant and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

- (1) The Project Site is not included on the Hazardous Wastes and Substances Sites List pursuant to Government Code § 65962.5;
(2) A political donation(s) of \$250 or more to any City of Campbell Planning Commissioner has not been made pursuant to the Political Reform Act;
(3) A vested right to a land use entitlement or building permit will not be conferred without additional approval by the West Valley Sanitation District;
(4) On behalf and with the permission of the design professional(s) associated with the project, the City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other submitted materials, including waiving of any limitations provided in Government Code § 65103.5 (SB 1214), for the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act.
(5) As specified by CMC Sec. 21.38.040.C, if an application is deemed incomplete revised Application Materials must be submitted within one hundred eighty calendar days after notification of incompleteness, or the application shall be deemed withdrawn without refund of application fees;
(6) All notices and communications may be provided electronically via email through the MGO system. This acknowledgement also constitutes an intelligent, voluntary, and knowing waiver to receive a physical copy of any notice required or implied to be required by the Permit Streamlining Act;
(7) An application for a development permit is not deemed submitted for the purposes of the Permit Streamlining Act until all required materials have been received and all fees have been paid;
(8) For the purposes of the Telecommunications Act 47 U.S.C. §332(c)(7), Government Code § 65964.1, the Permit Streamlining Act, and any applicable Federal Communications Commission orders or regulations, an application for a development permit is not deemed submitted, and therefore any applicable shot clocks will not be deemed triggered, until all required materials have been received and all fees have been paid;
(9) A project shall not be construed as operative, vested, or final nor shall City permits be considered valid, until the filing fees for a Notice of Determination (NOD) have been paid (Fish & Game Code §711.4(c)(3)); and
(10) The information submitted with the development application is true and correct to the best of my knowledge.

ATTEST:

APPLICANT ACKNOWLEDGEMENT

Name: Title (if applicable): Signature: Date:
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PROPERTY OWNER ACKNOWLEDGEMENT

Name: Title (if applicable): Signature: Date:
\_\_\_\_\_

Company (if applicable):
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