



## INDIVIDUAL TREE PERMIT APPLICATION INSTRUCTIONS

The purpose of the Alameda County Tree Ordinance is to: promote the health, safety and general welfare of the public; enhance the beauty of the environment; to establish standards and regulations for planting, maintaining, removing, protecting and to preserve all public trees and landscaping within the County right-of-way.

### FILLING OUT THE APPLICATION

#### TREE PLANTING

Any tree to be planted within the County right-of-way must be approved by the County as to the species or variety, size, and location and must be maintained by the property owner. Consult the Alameda County Recommended Tree List for approved types of trees. Tree planting permits are not subject to an application fee and applications can be submitted by mail or directly to the Permit Center at 399 Elmhurst Street, Hayward, CA 94544.

#### TREE PRUNING

A permit is required for all tree trimming within the County right-of-way with the exception of minor pruning of branches 1" in diameter or less. All tree trimming is to be done in accordance with the *International Society of Arboriculture Tree Pruning Guidelines* and the *Standard Practices for Tree Care Operations: Tree, Shrub, and other Woody Plant Maintenance* (ANSI A300) and must be performed by a licensed contractor (Sec. 12.11.140D). Tree topping or "heading back" a street tree is not permitted under the Alameda County Tree Ordinance. Copies of these standards are available at County offices or online.

#### TREE REMOVAL

Removal of trees within the County road right-of-way is restricted. Permits for removal will only be issued for certain purposes based on the criteria that a tree is:

- dead, dying or terminally diseased
- presents a hazard to life or property which cannot reasonably be reduced to an acceptable level without removal
- part of an approved development of the adjacent property

When trees are removed, the stumps must be removed and a new tree must be planted (see Tree Planting, above). List all criteria that may warrant the removal of a tree in the tree description section and include any documentation with the application.

**NOTICE: Permit will not be valid until issued. Permits shall be kept on site during work. The Permittee is responsible for and must notify the County at (510) 670-5772, no later than ten (10) days after completion of the work**

**Name/Address of Owner, Utility, or Contractor:** The mailing address of the property owner or utility. A Tree Permit must be obtained by the owner of the property on which the tree is or will be planted (not a tenant or contractor- except in the case of maintenance), except that if the work is necessary to maintain overhead or underground utilities, the utility may take out the permit. Be sure to include a business hours telephone number.

**Job Site Address:** The street address of the property where the work is to be performed.

**Description of Tree(s) including Proposed Work:** This section is required for tree pruning or removal. This section should include the tree species or type, if known, the location of the tree, the condition of the tree, and a description of the proposed work including dates of work.

**Tree location measured in from edge of the face of curb towards tree:** Measure from the outside face of the curb (portion closest to the street) in towards the trunk of the tree. Please be sure to measure carefully as this will determine if your tree is located outside of the right-of-way in which case no permit will be required.

**Tree Trimming/Removal Requirements:** This section is required for tree pruning and tree removal. Include the contractor's name, contractor's licensing number, and the contractor's Certified Arborist number (not mandatory).

**Replacement/New Tree Species:** This section is required for tree planting only, whether it is for a new tree planting or a replacement tree planting. List the type of tree that you have selected to plant. All trees to be planted must be an approved type of tree from the Alameda County Recommended Tree List.

**\*\*\*Please make sure to include your signature on the required line\*\*\***

### CAUTION

If the proposed work involves excavation such as for tree planting or stump removal, there is a danger of striking underground utility conduits. Most such facilities can be located and marked prior to the work by calling the **UNDERGROUND SERVICE ALERT (USA)** AT 1-800-227-2600.

However:

Most traffic signals and some streetlights are connected to their power sources with underground wiring. Many signals are also wired to traffic detector loops buried in the roadway. None of these County owned wiring runs are included in the USA review and marking processes. If you intend to excavate in the roadway right of way within 500' of a traffic signal, or wherever the street light wiring is underground, you must contact the County traffic signal maintenance office for the necessary review and marking. **CALL 510-670-5537 AT LEAST 48 HOURS BEFORE EXCAVATION.** If you fail to notify us - and dig through or damage our loops or wire runs - you will be charged for the cost of our emergency repairs (\$200 -\$500, or more)!

**Permit fee:** A non-refundable \$50 application fee is required to cover a portion of the cost of the inspection. This fee is waived for tree planting permit applications. The County covers the costs associated with the Urban Forestry Program, permit processing, and shares a portion of the inspection costs.

Permit applications can be submitted by mail or in person to the **Alameda County Permit Center** located at 399 Elmhurst St. Upon receipt of the completed application and payment, the Public Works Agency staff will issue a receipt of payment, inspect the tree, evaluate the proposed work for ordinance compliance, approve or deny the permit application, and notify the applicant by mail.