

TREE PERMIT APPLICATION INFORMATION
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GENERAL INFORMATION: The City of Auburn Zoning Ordinance requires a permit before conducting regulated activities that may remove or otherwise adversely affect native trees in the City of Auburn. The City has two types of permits for tree-related activities:

- 1) **Tree Permit** - A Tree Permit is required for the removal of a native tree, for significant impacts to a native tree's critical root zone, or when there are related discretionary permits (e.g. a Civic Design). A Tree Permit requires approval by the Planning Commission.
- 2) **Administrative Tree Permit** - An Administrative Tree Permit is required for minor impacts within a native tree's critical root zone. This type of permit is approved by the Community Development Department.

ENVIRONMENTAL REVIEW: Each request must also include environmental review in accordance with the Auburn Municipal Code and the California Environmental Quality Act. The size and scope of the proposed project will determine the extent of information the applicant is required to provide regarding the environmental impacts of the project. The applicant should discuss the proposal with a member of the City Community Development Department.

A. **Application Checklist:** All of the following items must be included with an application, unless otherwise indicated or deemed unnecessary by City staff.

1. One (1) copy of a completed application form.
2. The appropriate non-refundable filing fee.
3. One (1) copy of a completed Environmental Review Checklist (if applicable).
4. A letter signed by the applicant authorizing representation by a person or agency other than him/herself (if this representation is intended).

B. **Site/Grading Plan:** Five (5) copies of the site/grading plan (thirty (30) copies if associated with another permit). All of the following items must be included on the project plans unless otherwise indicated or deemed unnecessary by City staff:

1. Title Block including applicant, agent, engineer, and architect(s) address and phone number(s).
2. Identify all trees at least 6" in diameter or larger on the project site, or whose critical root zone crosses onto the property. These trees should be identified with the following:
 - a. A symbol identifying the trunk location. Use a star for trees rated "5", a solid box for trees rated "3" or "4", a solid dot for trees rated "1" or "2", and an empty dot (i.e. a small circle) for non-protected trees (e.g. non-native trees; trees that are too small).
 - b. A tree number that is cross-referenced to the arborist report.
 - c. The Critical Root Zone (CRZ) of all protected trees. The CRZ shall be depicted with a circular symbol centered on the trunk which has a radius equal to the largest dripline radius of the tree plus one foot. The CRZ shall be provided for the following:
 - i) All protected trees located on-site within 50' of any proposed construction (including potential building envelopes or footprints).
 - ii) All protected trees located off-site with a CRZ that may be impacted by construction.
 - d. An "X" should be placed through the trunk of those trees that are proposed for removal.
3. Identify the percent encroachment into the critical root zone of each protected tree.

4. Provide a table identifying each tree by number (per the tree survey), species, size (dbh in inches), dripline radius, rating, status under the proposal (i.e. retained; construction-related removal; or arborist recommended removal), and remarks. May be provided on the plan or as a separate table.
5. Property lines plus existing and proposed buildings (with setbacks identified).
6. Streets, access easements, and/or public or private driveways.
7. Parking and other paved areas.
8. Existing and proposed grades.
9. Identify existing and proposed utilities.
10. Methods of drainage.
11. Indicate existing and proposed landscape areas.
12. Location and size of all proposed and existing signs, fences and walls.
13. Graphic scale and north arrow.
14. Vicinity map (showing property location to major roads or major landmarks).
15. One 8 1/2" x 11" clear transparency of the plan.

C. **Building Elevations:** Provide three (3) copies of elevation plans (fifteen (15) if associate with a Tree Permit) when a structure or building encroaches within the critical root zone of a protected tree. The plans should be drawn to scale indicating:

1. Building elevations from all sides.
2. Project name.
3. Scale (no smaller than 1/8" = 1').
4. One 8 1/2" x 11" clear transparency of the plan.

D. **Arborist Report:** Provide three (3) copies of an arborist report for all protected trees being identified on the site/grading plans (see B.2 above). The arborist report should include:

1. Tree numbers (as tagged by the arborist).
2. Botanical and common name of each tree by tree number.
3. Diameter at breast height (DBH) of each tree by tree number, identifying whether single or multi-trunked trees.
4. Critical root zone radius of each tree by tree number.
5. Condition of each tree by tree number (i.e. health, vigor, structure).
6. Anticipated impacts to each tree by tree number.
7. Recommendations (specific and general) by tree number for trees not removed.
8. Mitigation Plan (required for tree removal) – Identify the trees removed, total mitigation inches, and method(s) of mitigation.

E. **Additional Information:**

1. Project plans should be maximum size of 24" x 36". If larger than 8-1/2" x 11", they should be folded to an 8-1/2" by 11" format.
2. Additional copies of the arborist report will be required prior to scheduling a public hearing.
3. Additional information may be required once staff has reviewed the nature and extent of the project.

NOTE: Submittal of an application does not imply application acceptance. The staff will review the application and materials which will be deemed complete and accepted only if all required items have been included.