West Sacramento Municipal Code, Chapter 8.24.090, requires disclosure and protection of certain trees located on private and public property, and that they be shown on approved site plans. A completed disclosure statement must accompany all building permit applications that include exterior work, all demolition or grading permit applications, or other development activity.

PROPERTY ADDRESS: ______________________________

Are there Protected trees on or adjacent to the property?  YES   NO (If no, proceed to Section 4)

[Sections 1-4 MUST be completed by the applicant. Please circle and/or check where applicable.]

1. Where are the trees? Check those that apply. (Plans must be submitted showing trees over 6” diameter)

☐ On the property
☐ On adjacent property overhanging the project site
☐ In the City planter strip or right-of-way easement within 12 ½ ft. from back of curb? (Street Trees)

2. Are there any Protected trees?  YES (Check where applicable)  NO

☐ On the property
☐ On or overhanging the property

3. Is there activity or grading within the dripline (where the tree canopy ends) of these trees?

YES  NO

If Yes, a Tree Preservation Report must be prepared by an ISA certified arborist and submitted for staff review.

4. Are the Site Plan Requirements** completed?  YES   NO

**Protection of protected trees during development require the following: (1) Plans must show the measured tree species, trunk diameter and canopy dripline; (2) Plans must denote, as a bold dashed line, a fenced enclosure area 1 foot beyond the dripline.

I, the undersigned, agree to the conditions of this disclosure. I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement constitutes a violation of the West Sacramento Municipal Code Section 8.24.090, which can lead to criminal and/or civil legal action.

Signature: __________________________  Print: ______________________________  Date: ____________

(Prop. Owner or Agent)

FOR STAFF USE:

Protective Fencing
Sections 5 must be completed by staff for the issuance of any development permit (demolition, grading or building permit).

5. Protected Trees. The specified tree fencing is in place. A written statement is attached verifying that protective fencing is correctly in place around protected and/or designated trees.  YES  NO

(N/A if there are no protected trees, check here)  □

Questions? Call:
City of West Sacramento Department of Parks and Community Services
1110 West Capitol Ave. West Sacramento, CA 95691 (916) 617-4620

1 Protected Trees – a) Street trees – trees within 12 ½ ft. of the back of the curb; b) Heritage trees – Any of the 9 native oaks which are 16” in diameter or larger, all species of trees which are 24” in diameter or larger, when measured 54” above natural grade; and c) Landmark trees which are trees designated by City Council.
Activities requiring a Tree Permit: $25 fee (each permit) for businesses

- Cutting down, moving, removing, trimming any branch over 5” in diameter of a street tree. (A street tree is any tree growing within a strip 12 ½ feet from the back curb of the street.)
- Cutting down, moving, removing, trimming any branch over 5” in diameter of a heritage, or landmark tree. (A “Heritage tree” means any living tree with a trunk circumference of 75” or more or a Native Oak with a trunk circumference of 50” or more; both measured 4’6” from ground level.) The circumference of multi-trunk trees shall be based upon the sum of the circumference of each trunk. A “Landmark tree” is any single or stand of trees of historical significance.
- Perform any work such as trenching, grading, paving, or parking vehicles within the drip line of a heritage, significant or landmark tree.

What to do:

- Fill out the information below only if the tree fits one or more of the criteria listed above. Include fee with permit (businesses only)
- Turn the completed permit and fee into the Department of Parks and Recreation at the address shown on bottom of page. If you are requesting removal of a protected tree, an arborist report describing the reason for removal must be attached.
- Within 30 days, the tree will be evaluated by the City Arborist. Owner may be contacted for access to the tree.
- If approved, original permit will be mailed to you, or you may request to pick it up.
- A copy of the tree permit must be posted in a conspicuous location on the property near the tree during removal or trimming.

APPLICATION

<table>
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<tr>
<th>NAME OF OWNER/APPLICANT:</th>
<th>PHONE (Home):</th>
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<tbody>
<tr>
<td>MAILING ADDRESS:</td>
<td>PHONE (Cell):</td>
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<td></td>
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</tr>
<tr>
<td>Street Address</td>
<td>City/State</td>
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<tr>
<td>PROPERTY ADDRESS (Location):</td>
<td></td>
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<tr>
<td>SPECIES OF TREE(S)</td>
<td>TRUNK CIRCUMFERENCE</td>
</tr>
<tr>
<td>PROPOSED ACTIVITY:</td>
<td>□ TREE REMOVAL</td>
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<td>REASON FOR ACTION:</td>
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FOR REMOVAL OF PROTECTED TREES, WRITTEN EVALUATION OF TREE HEALTH AND STATUS BY AN ISA (International Society of Arboriculture) CERTIFIED ARBORIST MUST BE INCLUDED WITH THIS APPLICATION.

SIGNATURE OF OWNER: 

DATE: 

If you have any questions, please contact the Parks and Recreation Department at (916) 617-4620.

FOR CITY USE ONLY:

<table>
<thead>
<tr>
<th>ARBORIST NAME:</th>
<th>DATE:</th>
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<tbody>
<tr>
<td>FINDING:</td>
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| CITY MANAGER OR DESIGNEE DETERMINATION: | □ PERMIT APPROVED | □ PERMIT DENIED |
| AG AND NATURAL RESOURCES SUBCOMMITTEE REVIEW NEEDED? | □ YES | □ NO |
| NAME/SIGNATURE | TITLE: | DATE: |

ATTACH 2 TO 4 PHOTOS AS NEEDED ON SECOND PAGE

Revised 5 - 2007