

**CITY OF CARMEL-BY-THE-SEA**

P.O. Box "SS"  
Carmel, CA  
Ph: (83 1) 624-3543/FAX: 83 1-624-2132

Date Received \_\_\_\_\_  
Application Fee: \$ \_\_\_\_\_

**APPLICATION FOR PERMIT TO REMOVE OR PRUNE TREES FOR THE PURPOSES OF CONSTRUCTION/DEMOLITION**

Location of property: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Name of Applicant/Contractor: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

WHO WILL BE REMOVING/PRUNING THE TREE(S): \_\_\_\_\_

(PLEASE NOTE IF TREE(S) ARE ON CITY OR PRIVATE PROPERTY)

Number, size and species of **tree(s)** to be removed: \_\_\_\_\_  
\_\_\_\_\_

Number, size and species of **limbs** to be removed: \_\_\_\_\_  
\_\_\_\_\_

Number, size and species of **roots** to be removed: \_\_\_\_\_

Reason for removal or pruning: \_\_\_\_\_

**You will be notified in writing the date and time that your request is scheduled for a hearing. If you or your representative is unable to attend the hearing, your application will be tabled. You may reschedule by contacting the Secretary to the Forest and Beach Commission at (831) 624-3543. You may waive your right to speak at the hearing and authorize the Forest and Beach Commission to act on your request in your absence by signing on the following line: \_\_\_\_\_ Date: \_\_\_\_\_**

**A SITE PLAN MUST ACCOMPANY THIS APPLICATION AND SHOW THE FOLLOWING:**

1. Location, size and species of ALL trees on the lot.
2. Location and species of tree(s)/limb(s) to be removed or pruned
3. Footprint of the structure/proposed structure.
4. Existing and proposed site coverage.
5. ALL areas that are to remain for landscaping and the total square feet of openspace.
6. Location of areas for tree replanting – The City has adopted Design Review Guidelines which include a minimum tree density per lot. Please review the attached Policy and indicate on the site plan where you intend to plant trees necessary to comply with this guideline.
7. Will excavation other than standard footings be required as part of your construction? YES, \_\_\_ NO. If Yes, you MUST show the area of cut, its depth and total cubic yards to be removed.

- In order to properly consider your application it is necessary that the footprint of your proposed construction be clearly defined on the lot and height poles are installed prior to the Commission's Tour of Inspection. Any decision of the Forest and Beach Commission is based on information submitted with this application. If the design is altered or the location of the structure changed, another application for a tree permit is required.
- NO WORK IS PERMITTED until you have received project approval through the Planning Commission and the issuance of a valid building permit. The Permit to remove trees must be posted on the job site when work is being performed.

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Agent for Owners: \_\_\_\_\_ Date: \_\_\_\_\_

INCOMPLETE APPLICATIONS WILL BE RETURNED