



**CITY OF OJAI  
TREE PERMIT**  
401 S Ventura Street, Ojai, CA 93023

Permit No. \_\_\_\_\_

Please determine if the tree you are applying for is on:

Public Right of Way  Private Property

If on Public Right of Way, please submit form to Public Works Department at [pwpermits@ojai.ca.gov](mailto:pwpermits@ojai.ca.gov)

If on Private Property, please submit form to Community Development at [planningdept@ojai.ca.gov](mailto:planningdept@ojai.ca.gov)

**TREE INFORMATION**

Address/Location: \_\_\_\_\_

Tree Description (Type/Species): \_\_\_\_\_

Diameter of Tree: \_\_\_\_\_

**TREE PERMIT REQUIREMENTS**

- Completed Application Form (Please fill out this sheet, do not leave fields blank)
- Arborist Report from ISA certified arborist- attach Report
- Photographs of the tree(s) in question
- Nesting Season – (Feb 1 – Aug 31), tree removal should be timed to avoid nesting season
- Mitigation Plan (if appropriate) – attach plan.

**PROPOSED ACTION (State the Contractor Performing the Work Next to the Action)**

- Removal/Destruction/Relocation of a Tree: \_\_\_\_\_
- Trimming/Pruning (Specify Diameter of Branches): \_\_\_\_\_
- Work in Drip Line: \_\_\_\_\_
- Routine Maintenance: \_\_\_\_\_
- Other: \_\_\_\_\_

Estimated Work Start and End Date: \_\_\_\_\_

List Encroachment Permit # (if any): \_\_\_\_\_

**APPLICANT**

|            |        |
|------------|--------|
| Applicant: |        |
| Address:   |        |
| Phone:     | Email: |

**OWNER INFORMATION** (fill out if tree is on private property)

|                     |                |
|---------------------|----------------|
| Project Address:    | Project I.D. # |
| Assessor's Parcel # | Zone:          |

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|                 |       |        |
|-----------------|-------|--------|
| Property Owner: |       |        |
| Description:    |       |        |
| Address:        |       |        |
| Phone:          | Cell: | Email: |

**AFFIDAVIT:** I declare that I am the owner / representative (indicate one) of the property involved in this application and that the information submitted herein is true and correct. I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I further declare I understand that prior to determining the project hearing date; the City has 30 days to deem the application complete or incomplete. I acknowledge and agree that the City of Ojai is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits, including but not limited to any litigation costs. I will be notified of the meeting date(s) set for the above matter and that I am to appear, either personally or by my representative, at such meetings(s).

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Signature of Property Owner

Date

**ARBORIST INFORMATION**

|           |        |
|-----------|--------|
| Arborist: |        |
| Address:  |        |
| Phone:    | Email: |
| License # |        |

**TREE PRESERVATION ORDINANCE:** Prior to completing this application the applicant should review the Tree Preservation Ordinance (Sec. 4-11.01 through Sec. 4-11.13) of the Ojai Municipal Code, adopted September, 1999 by the Ojai City Council. The following items and information must be submitted to obtain a tree permit in the City of Ojai. Planning Staff may further require information in addition to these items should it be deemed necessary or appropriate under special circumstances.

**ACKNOWLEDGEMENT:** I understand that any permit that may be granted as a result of this request may be revoked by the City at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors, agree to be bound by all of the provisions of Title 4, Chapter 11, of the Ojai Municipal Code, the Standard Conditions attached to this permit, and any special conditions hereon and attached hereto. I further agree to hold the City harmless (Sec. 7-1.105) from any claims, defense and legal costs, judgments for damages, or other relief against the city as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives. Any inspection by the City shall in no way relieve the permittee from responsibility for the work. Applicant and Contractor are responsible with all compliance with all permit requirements, standard conditions, special conditions, and any other applicable requirements.

**CONDITIONS PER CODE:**

- Tree protection fencing is not recommended due to the small size of the construction site and limited potential impacts.
- All pruning or trimming activities for which a permit is necessary shall be performed by either (i) a certified tree professional who has been certified as, at a minimum, a "tree worker" by the ISA or a similar certifying organization

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acceptable to the Community Development director, or (ii) under the direct field supervision of a certified arborist (Ojai Municipal Code Sec. 4-11.07).

- All pruning and trimming activities shall be performed in a manner consistent with ISA guidelines and recommendations. Excessive pruning or topping of trees is prohibited and may result in the assessment of tree replacement costs (Ojai Municipal Code Sec. 4-11.07).
- The name of the certified professional or supervising field arborist shall be provided to the City, along with proof of certification, prior to final authorization by the City and commencement of the tree work (Ojai Municipal Code Sec. 4-11.07).
- Climbing spurs and spikes shall not be used during tree pruning and trimming activities, except in cases of emergency, such as emergency utility work covered under Ojai, California Municipal Code Section 4-11.10 (Ojai Municipal Code Sec. 4-11.07).
- No chemical residues shall be disposed of within the drip lines of protected trees, including concrete washouts.
- Damage to roots shall be minimized. Roots encountered over 1 inch in diameter shall be cleanly cut perpendicular to growth (90 degree cut), rather than being left torn or crushed. Roots over 2 inches in diameter shall be avoided where possible or cut under the supervision of an ISA-certified arborist.
- An ISA-certified arborist shall be available on-call to assist with any concerns.

**Note: Only electric-powered chainsaws are permitted within the City of Ojai. Any questions regarding the use of electric-powered chainsaws can be directed to Community Development Department staff at, (805) 646-5581 ext. 112.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title (Print)

\_\_\_\_\_  
Director Approval

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**PERMIT FEES**

Removal of Dead or Hazardous Tree..... \$ \_\_\_\_\_

Annual Utility Tree Maintenance ..... \$ \_\_\_\_\_

All Others..... \$ \_\_\_\_\_

TOTAL      \$ \_\_\_\_\_

Paid Via: (Check One)

|       |             |      |
|-------|-------------|------|
| Check | Credit Card | Cash |
|-------|-------------|------|