



**City of Ojai**  
Community Development Department

Project _____
Received _____
Date _____

**ADMINISTRATIVE APPROVAL**

- Certificate of Compliance     Home Occupation Permit     Sign     Tree     Minor Conditional Use Permit  
 Final Parcel/Tract Map     Minor Variance     Other \_\_\_\_\_

**OWNER INFORMATION:**

Project Address: \_\_\_\_\_ PROJECT I.D. # \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_ Zone: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

**REPRESENTATIVE: (Arborist)**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

**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information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct.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).

<b>Signature of Property Owner</b> Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.	<b>Date</b>
---	-------------



**City of Ojai**  
Community Development Department

---

## **TREE PERMIT APPLICATION**

### **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.

### **TREE PERMIT REQUIREMENTS:**

- Completed Application Form signed by property owner or letter authorizing representative to sign
- Filing Fee
  - Fee - Removal of dead or hazardous tree \$0.00 (If the report determines that the tree is hazardous or in a serious state of decline due to pest infestation or other cause by no fault of the owners, the permit fee shall be waived by the City and no replacement mitigation shall be required.
  - Fee - Annual Utility Tree Maintenance \$0
  - Fee - All Others \$225
- Report prepared by an arborist certified by the International Society of Arboriculture (“ISA”) at the applicant’s expense. The arborist’s report shall include species, an assessment of the health of the affected tree(s), recommended mitigation measures and/or conditions of approval if applicable, work to be done, (trimming, pruning, removal, etc.), the number and location of affected trees and the standards to which any pruning shall be conducted to promote the health of the tree. The report should also note if there are active birds nests observed in the tree and, for removal, destruction or relocation of a tree, a monetary valuation of the tree using the ISA’s method for appraising trees. The arborist who prepares the report shall not participate in or profit from the removal, destruction or relocation of the tree.
- Photographs of tree or trees in question.  
Site Plan to scale showing location of trees on the site and the driplines. The site plan does not have to be professionally drawn, but it should include the footprint of any structures on the property (existing and proposed), north arrow, scale, property lines, driveways, etc. It should include enough information to determine the location of the trees in relation to the structures, to evaluate the potential impact of any construction, and to assess whether replacement onsite is appropriate, or an in-lieu should be assessed.
- In order to avoid impacts to nesting raptors and other birds, tree removal should be timed to avoid bird nesting season (typically February 1<sup>st</sup> through August 31<sup>st</sup>).
- Tree worker to perform the work:  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ License Number \_\_\_\_\_  
  
Work to be performed \_\_\_\_\_
- Mitigation Plan if applicable