



OAK TREE APPLICATION

No person shall cut, remove, encroach into the protected zone, or relocate any oak tree on any public or private property within the City unless a valid oak tree permit has been issued by the City pursuant to the Yucaipa Municipal Code, Volume II, Division 9, Chapter 5 and the Oak Tree Conservation and Protection Guidelines.

FEE POLICY

Evaluation Fee: Variable – In addition to the filing fee, an evaluation fee may be charged if staff determines that the services of the City’s Oak Tree Consultant are required. The amount of the fee will be determined by the amount of time the City’s consultant spends in reviewing, inspecting and preparing a report of the findings. Billing will be on a real-time basis in half-hour increments at the prevailing rate charged to the City by the Oak Tree Consultant.

TABLE OF CONTENTS

- Part A: Oak Tree Application Questionnaire
- Part B: Oak Tree Permit Submittal Checklist

PART A: OAK TREE APPLICATION QUESTIONNAIRE

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. **All questions must be answered, or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

A. PROJECT INFORMATION

Oak Tree Permit to perform the following work:

	Remove	Prune	Encroach
Applicant Name	_____	_____	Phone _____
Address	_____	City _____	State _____ Zip _____
Property Owner	_____	_____	Phone _____
Address	_____	City _____	State _____ Zip _____
Assessor Parcel No.:	_____	Lot No.:	_____ Tract No. _____

DESCRIBE REQUEST IN DETAIL (use attachment if necessary):

LOCATION ADDRESS: _____

SITE EXHIBIT: Draw a diagram of property and identify the Oak Tree(s) to be trimmed, removed, or where encroachment will occur.

PART B: OAK TREE PERMIT SUBMITTAL CHECKLIST

The following list specifies the information that will be required in order for you to submit this application. Your application cannot be accepted until all information as checked is included. Once all the information checked has been submitted, the City has 15 days within which to determine whether the information is complete for the purposes of filing.

Required		No. of Copies	Received	Materials
Yes	No			
		_____	_____	Application Fee
		_____	_____	Evaluation Fee
		_____	_____	Oak Tree Report
		_____	_____	Site Plan Map
		_____	_____	Photographs
		_____	_____	Grading Plan

JUSTIFICATION STATEMENT:

All applications for an Oak Tree Permit require a written statement by the applicant listing the reason(s) why the request should be approved. The City Planner will base his decision on the applicant’s ability to make the findings required by the Municipal Code and the Oak Tree Conversation and Protection Guidelines. See Section 89.0520(b) of the Yucaipa Municipal Code, and Section 3(c) of the Oak Tree Conversation and Protection Guidelines.

Please use the space below for this purpose and attach addition pages if necessary.

Signature of Applicant

Date

APPLICATION CERTIFICATE

ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE (Please attach to questionnaire)

List Assessor's Parcel Number(s) of the project property:

List Assessor's Parcel Number(s) of all property contiguous to the project property that is owned or beneficially controlled by the individual(s) signing this Certificate:

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made states that he/she or the organization is aware that the application is being filed with the City of Yucaipa Planning Division, and certifies under penalty of perjury that he/she, or the organization, authorize the submittal of the application to the City. I (We) acknowledge that additional materials may need to be provided to the Planning Division once the preliminary review of the application materials has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the City of Yucaipa and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant agrees to defend, indemnify and hold harmless the City, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This obligation includes the obligation to reimburse the City, its agents, officers and employees for any court costs or attorney fees which the City, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The City agrees to notify the applicant of any such claim, action or proceeding promptly after the City becomes aware of it. The City agrees to cooperate in the defense provided by the applicant. The City may participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations, or City expenses.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signatures block and attach a notarized copy of the Power of Attorney.

(IF R.C.E. OR LICENSED
LAND SURVEYOR)
REGISTRATION NO.

PRINT NAME

SIGNATURE

(APPLICANT OR AGENT)

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

*If the property is owned by a corporation, partnership, or other group, the signee should indicate corporation position or title and submit substantiating documentation.