



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### TREE PERMIT

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electronically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental applications materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit a Minor Tree Permit application online or at the CDRA front counter.

- Completed Universal Application: Select the [Tree Permit](#) entitlement under section 1 of the application form.
- Site Plan showing all information listed below.
- Arborist Report: In most cases a Minor Tree Permit will not require preparation of an Arborist's Report. However, an Arborist's Report may be required if the scope of the tree removal is significant or if it is necessary to calculate total tree removal to determine mitigation fees.
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).

### MINOR TREE PERMIT REQUIREMENTS

A Minor Tree Permit may be issued for removal of trees for single family residential lots and projects where no other discretionary permits are required. Any person desiring to conduct any development activity or remove one or more protected trees, where such development activity or removal is not associated with a discretionary project, shall make application to the Planning Division for a Minor Tree Permit not less than thirty (30) days prior to the date the applicant wishes to conduct the development activity. The application shall contain the following information:

1. Describe reason for tree removal, trees to be removed, trees impacted, species, diameter at breast height, and what development activity will occur in the general vicinity of the tree (i.e. grading, utilities, construction of new buildings, etc.). Include a brief statement of the reasons for the development activity.

2. Include a Site Plan showing all of the following information:
  - A. Physical Characteristics - The site plan should accurately show the following existing and proposed features:
    - 1) Property lines;
    - 2) Streets, access easements and/or public or private driveways and other paved areas;
    - 3) Existing and proposed buildings or structures;
    - 4) Existing and proposed driveways, parking areas and other vehicular circulation areas;
    - 5) Proposed grading and construction including existing and proposed above ground and below ground utilities;
    - 6) Tree Locations - All protected trees (most native trees 6" diameter at breast height or greater or multi-trunk trees with an aggregate diameter of 10" diameter at breast height or greater) within 50 feet of any development activity must be depicted on the site plan. Additionally, the site plan shall indicate the exact location of the base and **drip-line** for all protected trees within 50' of any development activity;
    - 7) Vicinity map.
  4. If necessary, an Arborist's Report relating to the tree(s) in question.
  5. Other pertinent information as deemed necessary by the Planning Services Division staff.

Note: A Minor Tree Permit may be issued for the purpose of maintaining existing trees in a healthy condition on land that may be developed in conjunction with a discretionary project. A Minor Tree Permit may also be sought for tree removal that is exempt from the Tree Preservation Ordinance as a measure to ensure questions of compliance (e.g. is a Tree Permit required?) have been resolved prior to conducting tree removal.

To review the Placer County Tree Preservation Ordinance, please follow this [link](#) and search for County Code Section 12.16.