



**San Gabriel**  
CITY WITH A MISSION

## TREE REMOVAL/TRIMMING APPLICATION

Community Development/Public Works Department  
425 S. Mission Dr.  
San Gabriel, CA 91776  
Website: [www.sangabrielcity.com](http://www.sangabrielcity.com)

Telephone: (626) 308-2806 Fax: (626) 458-2830

Website: [www.sangabrielcity.com](http://www.sangabrielcity.com)

Property Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Type of Application:  Removal  Trimming

Type of Tree(s): \_\_\_\_\_ Number of Tree(s): \_\_\_\_\_

Location of Tree(s):  Front yard  Side yard  Backyard  City Parkway

Have you consulted an arborist?  No  Yes (If yes, please attach arborist's report of findings.)

Do you have evidence of paid work due to tree damage?  No  Yes (If yes, please attach.)

### Ordinance Requirements:

The San Gabriel Municipal Code requires that at least one of the following conditions be met for approval:

- The tree constitutes a **nuisance or hazard** by virtue of its condition, location, species, and/or proximity to existing structures, walkways or utilities.
- The pruning or trimming of the tree is **deemed necessary** by a professional arborist to maintain or enhance the health or appearance of the tree.
- The tree hasn't been reduced in height more than **one-fourth (25%) over a two-year period**.
- The pruning, trimming or removal of the tree is necessary to prevent a substantial inconvenience or **financial hardship to the property owner**.

Please give reason for tree removal or trimming and a brief description of all the above conditions that apply:

\_\_\_\_\_  
\_\_\_\_\_

### **Purchase of trees must be done prior to tree removal.**

I certify that I am the owner of the property and have read and understand the information provided above.

Would you like to be notified of results?  Email  Mail to property

**Please submit application via email to [jlouie@sgch.org](mailto:jlouie@sgch.org) or at San Gabriel City Hall.**

Signature of **Property Owner**: \_\_\_\_\_ Date: \_\_\_\_\_

## Tree Trimming and Removal Policy

The following table shows the recommended number of replacement trees based on the size of the trees that have been approved for removal. Size of replacement tree is to be determined by the City. **Palm trees and fruit trees will not be accepted as replacement trees.**

Size of tree trunk 4' above the ground	4"-10" Diameter	10"-25" Diameter	25" Diameter
Number of replacement trees required*	2	3	4

All permits are approved or denied within a week of the receipt of the completed application. Staff will evaluate status of trees at property address, following application submittal. A recommendation and final decision will be made by staff as to approval or denial of the permit and applicant will be notified. Applicants must meet conditions recommended by the City within thirty (30) days of receiving their permit results. *Failure to comply may result in legal action.*

**-- For City Use Only --**

The following findings apply:

1.  The tree constitutes a nuisance or hazard by virtue of its condition, location, species, and proximity to existing structures or overhead utilities.
2.  The pruning or trimming of the tree is deemed necessary by a professional arborist to maintain or enhance the health or appearance of the tree.
3.  The tree has not been reduced in height more than one-fourth over a two-year period.
4.  The pruning, trimming or removal of the tree is necessary to prevent a substantial inconvenience or financial hardship to the property owner.

Approve     Deny

Reason/Conditions Recommended:

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Type of required replacement trees:  Deciduous     Other: \_\_\_\_\_

Placement of replacement trees:  Required on property     Optional: property or donate to City

City's cost to purchase replacement trees: \$ \_\_\_\_\_

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Approve     Do not approve     Modify: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_