



CITY OF SIGNAL HILL  
Public Works Department (562) 989-7351  
**STREET TREE REQUEST APPLICATION**

APPLICANT / BUSINESS NAME

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Phone No. (day) \_\_\_\_\_ Email Address \_\_\_\_\_

PROPERTY OWNER (if different)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Phone No. (day) \_\_\_\_\_ Email Address \_\_\_\_\_

Type of street tree work being requested (check appropriate box)

☐ *Unscheduled Trimming*      ☐ *Tree Replacement*      ☐ *Tree Removal (only)*

Reason for request (specify tree type and condition)

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

Location of Street Tree(s): Attach photo(s) and arborist report, if available

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

**STAFF USE ONLY**

Received by: \_\_\_\_\_ Date \_\_\_\_\_

Excavation Permit No. \_\_\_\_\_ Deposit Amount \_\_\_\_\_

☐ Approved \_\_\_\_\_ ☐ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Reason for Decision: \_\_\_\_\_

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

\_\_\_\_\_  
Quantity \_\_\_\_\_ Size \_\_\_\_\_ Type/Species \_\_\_\_\_

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## **APPLICATION GUIDE**

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Pursuant to Section 12.05 of the City of Signal Hill Municipal Code, the Tree Planting Standards only apply to city-owned trees that are located in the public rights-of-way which include, Parkways (between street curb and sidewalk), trees located in sidewalk tree wells, behind sidewalks but within the public street right-of-way. In addition, a completed City Tree Request Application must be approved and the required fees paid to the City before the City will authorize commencement of the work.

Under no circumstances is a property owner allowed to trim, replace, or remove a street tree. This work must be performed by the City's landscape contractor after receiving the City's permission.

### **Initial Filing Requirements:**

1. Completed application including the type of street tree work being requested.
2. Arborist's report (if required), photographs, or other supporting documentation as detailed in the City's Tree Planting Standards under Section 12.05.
3. If the tree is proposed for removal/replacement as part of a sidewalk replacement project, the excavation permit number or other information that may facilitate processing should be included on the application form.

### **Processing Sequence:**

1. To initiate City review of a tree removal request, application materials must be submitted to the Public Works Department in City Hall located at 2175 Cherry Avenue, Signal Hill, CA 90755.
2. Public Works staff will review the stated justification for the request together with supporting documentation. A site inspection will be conducted in most instances, to assess the condition of the tree and the condition of surrounding improvements, such as affected paving, utilities and overhead structures.
3. The Public Works Director will then approve or deny the permit based on criteria set forth under the Tree Planting Standards in Section 12.05 of the City of Signal Hill Municipal Code. If approved a cost estimated to perform the work by the City's landscape contractor will be prepared and included in the application. Applicants should contact the Public Works Department for information regarding the status of a pending application.
4. Upon approval, a copy of the application, including the estimated cost to perform the work and the signature of the Director of Public Works or an authorized agent, is issued to the applicant. An approved application may include conditions of approval. These conditions may typically include requirements to install replacement trees under specified parameters set forth in Section 12.05 Tree Planting Standards and/or to replace planting from street tree planter strips.
5. Prior to the City authorizing the commencement of requested street tree work, the applicant must deposit with the City the full amount listed on the application.
6. In accordance with Section 12.05 of the Tree Planting Standards, any person dissatisfied with the decision of the Public Works Director may appeal such decision to the City Council. The appeal must be filed in writing with the City Clerk, within 14 days of the decision, and must specify the basis of appeal and the relief sought. The appeal will be scheduled for hearing within two regularly scheduled meetings of the City Council. Appeal fees, if any, shall accompany any filing in compliance with Section 12.05.080.