



## HERITAGE TREE REMOVAL– PERMIT PROCESS

City of Larkspur  
400 Magnolia Ave.  
Larkspur, CA 94939  
(415) 927-5038

A Heritage Tree is defined as any tree which has a trunk with a circumference of fifty inches or more, measured around the trunk at 24 inches above the natural grade. In the case of multi-trunk trees, the circumference of each trunk is to be measured in the manner described above, and the circumference of each trunk is to be added together to obtain the total circumference of the tree. No permit is required to remove trees under Heritage size. If the measurements are close to Heritage size, it is advisable to take photos of the measurements to document.

### **Heritage Tree Removal requires a permit including:**

1. A completed application form.
2. A report from a qualified arborist describing the condition of the tree(s) proposed for removal, reason(s) for removal, and circumference measurements.
3. A map or drawing of the property site showing the location of the tree(s) and photo(s) of the tree(s). Place a ribbon around the tree(s.)
4. The application fee\*.

### **\*Fees may be waived for the following:**

1. *Emergency Removal:* Poses an immediate hazard; found to be a danger to life or property.
2. *Pyrophytic Tree:* Determined to be a fire hazard. Pyrophytic Trees are defined as Monterey Pine, Knob Cone Pine, Blue Gum Eucalyptus, Red Gum Eucalyptus, Juniper, and certain Acacia, defined as Baily Acacia, Purple-Leaf Acacia, or any Acacia species over fifty feet in height. Contact the City of Larkspur Fire Marshall (628) 600-9988 or Parks and Recreation Director (415) 927-6746 to discuss inspection options.
3. *Planning Commission Approvals:* Projects approved by the Planning Commission that include heritage tree removal.
4. *Public Right-of-Way:* Projects approved by department of Public Works that include heritage tree removal.

All Heritage Tree removals require investigation, verification and approval by the City before the issuance of a permit.

### **Hearing Process**

Unless approved for the 4 situations above, a public notice giving a brief overview of the application and arborist report is mailed to property owners within 300 feet of the subject property.

If no written protest is received within 15 days, the application may be approved; the applicant will receive an issued permit to post onsite.

- Before issuance, the tree removal contractor must complete, sign and date the workers compensation, construction lending agency declaration, and licensed contractor declaration sections of the tree removal application (page 2) and obtain a current business license with the City of Larkspur.

If a written protest is received within 15 days, the applicant will be notified.

- The application is then scheduled for a public hearing before the Parks and Recreation Commission. The Parks and Recreation Director will create a notice for the hearing which is mailed to the property owners within 300 feet of the subject property.
- After hearing from the applicant and the public, the Commission makes a decision to either approve or deny the application. There is a 10-day period after the decision during which an appeal can be made to the City Council.

**For more information, see [Larkspur Municipal Code Chapter 12.16 - Trees Including Heritage Trees](#).**

*For additional information, forms & documents please visit us on the web at: [City of Larkspur Building Department](#)*