



**HERITAGE TREE REMOVAL APPLICATION**

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

**NOTICE TO APPLICANTS:**

- Submit application and fees online at [eTRAKIT](#) under "Projects and Planning".
- Attach report from qualified arborist , with a site map showing location of tree(s), place ribbon around the tree(s), and provide photos.
- An encroachment permit will be required for all work, including staging, in the public right-of-way.

**PROPERTY/WORK DESCRIPTION**

Site Address: \_\_\_\_\_ APN: \_\_\_\_\_

Commercial: Tenant name, and Suite Number: \_\_\_\_\_

Has this project been subject to Planning approval?      Yes                      No      If yes, provide Planning Project number: \_\_\_\_\_

**TYPE OF TREE (S) TO BE REMOVED**

**CIRCUMFERENCE - Measured around tree 24" above grade**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Reason for removal: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**TREE REMOVAL CONTRACTOR:** \_\_\_\_\_

LICENSE #: \_\_\_\_\_ EXP \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**APPLICANT SIGNATURE**

*I certify I have read this application and that the information I have provided herein is correct to the best of my knowledge. I agree to comply with all City, County, and State laws, and hereby authorize City Representatives to enter the project property for inspection purposes.*

\_\_\_\_\_  
SIGNATURE of Property Owner or Authorized Agent

I represent the:                      Owner                      Contractor

**NOTE: Tree removal permit is valid for 12 month from date of issue.  
Approved permit must be posted at job site and be visible from the street.**



## HERITAGE TREE REMOVAL– PERMIT PROCESS

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A Heritage Tree is defined as any live 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 and recommendation from a qualified arborist stating reasons for removal and circumference.
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 will be waived, and no hearing will be required, for the following:**

1. *Emergency Removal\**: Poses an immediate hazard; City staff finds the tree to be an imminent danger to life or property. Application forms are not required. Please call the Central Marin Fire Department if you believe a tree requires emergency removal.
2. *Fire prone Tree\**: Tree removal required by the Central Marin Fire Department for vegetation management or any of the following species that has also been deemed to be a fire hazard by the Central Marin Fire Department.

Fire prone trees are defined as Acacia (any over 50 feet in height), Arborvitae, California Bay, Bishop Pine, Cedars, Coulter Pine, Cypress, Douglas Fir, Eucalyptus Species (Blue Gum and Red Gum), False Cypress, Gray Pine, Junipers, Knobcone Pine, Larch Trees, Monterey Pine, Spruces, Torrey Pine, and Yew.

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.
5. *Sudden Oak Death\**: Requires Permit application forms and an arborist report substantiating the tree is affected with Sudden Oak Disease

### **Public Hearing Process**

Unless approved for the one of the 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 and the City has made findings to approve the application, the applicant will receive an issued permit to post on-site.

If a written protest is received within 15 days:

- The application is then scheduled for a public hearing before the Planning Commission. The Community Development Department will mail notices 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](#)

\*All Heritage Tree removals require investigation, verification and approval by the City (Recreation Director, Fire Marshall, Public Works, or Planning Staff) before the issuance of a permit.