



# TREE REMOVAL REQUEST FORM

Parks & Recreation Department | Landscape Maintenance Division

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Email: [parksrecreation@sandimasca.gov](mailto:parksrecreation@sandimasca.gov)

Date Submitted: \_\_\_\_\_

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

Responsible Resident: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OFFICE USE ONLY

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DENIED

\_\_\_\_\_ APPROVED WITH CONDITIONS

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Scott Wasserman, Director of Parks & Recreation

## Removals

It is the City's policy to protect and preserve healthy trees which provide valuable benefits to the environment and to the quality of life in San Dimas. Section 13 of the San Dimas Municipal Code defines the custody and protections established for all City trees.

### ***City of San Dimas Community Forest Management Plan***

The Landscape Maintenance Division of the Parks and Recreation Department shall be responsible for any removals of City trees. The Municipal Arborist shall report to the Director regarding all live tree removal requests prior to removal. The Director shall have the authority to remove a City tree based upon the following conditions:

Hazardous Trees. Trees that are declared a high hazard by virtue of being determined at high risk of failure (frequent limb breakage or danger of falling) and with a high potential of hitting a target (a sidewalk, street or building) shall be removed. A tree with a majority of decayed, dead or damaged foliage, branches, trunk or roots may be determined to be a hazard and require immediate removal.

Dead and Dying Trees. Street and park trees that are dead or have been determined by the Municipal Arborist to be in a state of severe decline, although perhaps not an immediate hazard, may be removed. Due to their wildlife habitat value, dead and dying trees located in City-owned open space or natural areas shall be allowed to remain if they are not hazardous. Dead trees commonly called snags create habitat for wildlife.

Diseased/Insect Infested Trees. Trees that acquire an infectious disease or are infested with an insect that is declared to be a serious pest threat to other nearby trees shall be removed, if removal is determined to be the best pest control solution. Examples of this include trees infested with the Eucalyptus Longhorn Borer or those infected with Dutch Elm Disease.

Emergency Removals. Healthy trees shall be removed if an emergency condition exists, and tree removal is determined to be the only option available. An example would be to gain access in an emergency situation created by an earthquake or to allow repair of a broken water main or sewer line located directly under the tree trunk, or the removal of a tree split by a storm or struck by a vehicle when the tree cannot be feasibly restored to a safe condition.

Hazardous Condition Removal. If it is determined that a tree is causing a serious visibility hazard (i.e., corner tree that blocks the visibility of a stop sign) it should be removed. Removal shall be considered only if pruning to correct the hazard would seriously disfigure the tree.

**Other Removals. Other examples where a condition shall warrant removal are:**

Hardscape damage - If hardscape repairs cannot be completed without severe root pruning which would jeopardize the health and stability of the tree.

Building damage - If a tree is causing structural damage to a building, and the condition cannot be corrected without removing the tree.

Aesthetic value - The aesthetic value of the tree is extremely low, or where the tree interferes with the growth and development of a more desirable tree. Notification. Prior to removal of a City tree which is located within a City easement or parkway or which will otherwise affect a San Dimas resident, contact shall be made in order to notify resident of tree removal.

***Property Owner Appeals. A City tree shall be removed only if it meets one of the above stated criteria. If a property owner does not agree with the staff decision on a removal request, they may appeal to the Director of Parks and Recreation. The City Council serves as the appeal body for Director decisions.***

Reasons that are **NOT** Valid for Removal:

- Leaves getting into gutters or a nuisance to remove.
- Hardscape damage if a feasible, safe and economic solution exists to preserve the tree.
- Messy fruit, sap or other debris.
- Roots in sewer lateral.

Special Circumstances Mitigation. In an effort to preserve and protect the integrity of a neighborhood there may be times when a tree species existing along a specific street or streets may not be appropriate for the available grow space, has reached a state of irrecoverable decline, are in serious conflict with overhead utility lines, or have been ravaged by severe and repeated pest or disease infestation. When these conditions exist, the Director may find that the affected streets qualify as a special circumstances designation and warrant a phased mitigation plan to be developed by the Municipal Arborist for the removal and replacement of the street trees in these neighborhoods.

**Management Review. The Director of Parks and Recreation shall review all requests for special circumstances designation prior to consideration by the City Manager.**

Upon review, the City Council shall have the authority to find on certain streets that the burden of the tree palette on the neighborhood outweighs the value of the trees to the community. The City Council shall make this finding based upon the following criteria:

- Inadequate Grow space. A street where there exists a frequent need for repairs to surrounding private and public hardscape, where there exists a history of extensive root pruning of the street trees to accommodate hardscape installations, and where the hardscape reconfiguration alternatives for the street have been exhausted.
- Major Grove Decline. A street where a majority of the street trees have reached serious levels of irrecoverable decline due to over-maturity or other factors that can contribute to the trees' decline.
- Severe Utility Clearance Conflict. A street where a majority of the trees have reached a height that the required utility clearance pruning would need to be of such severity that it would affect the continued good health and natural structure of the tree.
- Severe Pest or Disease Infestation. A condition where the trees planted along a particular street have a history of repeated pest or disease infestation thereby having a negative impact on the health of the trees and the quality of the streetscape. For streets that have been determined to meet these special circumstances, a phased mitigation plan will be developed.