

Tree Removal Filing Requirements & Checklist

January 2021

This checklist must be reviewed together with planning staff at the time the application is submitted. Incomplete applications cannot be processed and will be returned to the applicant with a checklist specifying the missing items. If you have any questions, please contact a planner at (626) 570-5034.

THE FOLLOWING MATERIALS ARE REQUIRED FOR A COMPLETE APPLICATION:

- *Letter Of Authorization (LOA) – *if not the property owner*
- Radius Map – See page 2 for more Information
- Digital Site Plan
 - Project Address, Scope of Work, and North Arrow
 - Structure/Footprint with labels (house, garage, sheds, etc.)
 - All dimensions of existing and proposed structures to the property lines and between structures
 - Property Lines and Dimensions and location of public right-of-way
 - Special topographic features such as rock outcrops, hillside slope, water feature, etc.
 - Landscape and hardscape information
 - All trees (*to remain* AND *to be removed*) including location species, and size (height and diameter)
 - Proposed location of replacement tree(s) including species and size
- Photos
 - A minimum of four (4) photos of each tree to be removed (varied angles) including one (1) photo from each public right-of-way immediately adjacent to the property.
 - Photos of diseased and/or damaged areas of tree(s), if any
- Additional Items May Be Required Including But Not Limited To
 - Landscape Plans prepared by a registered Landscape Architect
 - Arborist Report
 - Other_

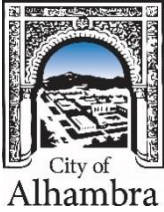
SUBMITTING PROJECT MATERIALS VIA ALHAMBRA CITIZEN'S ACCESS PORTAL

The City of Alhambra has a NEW Citizen's Access Portal for the purpose of applying for permits and entitlements as well as submitting digital plans, mailing spreadsheets, and other related project requirements. You can submit items on the Community Development's webpage located on the City's website, just look for the Citizen's Access Portal icon (right). All application materials and documents uploaded to your Citizen's Access Portal shall be named based on submittal number and document type. The following are **examples**:

- Submittal_2_Site_Plans*
- Material_Board*
- Owner & Tenant_Mailing_List*



**If the property owner is not the applicant, a signed and notarized Letter of Authorization (LOA) shall be submitted with this application. The LOA shall contain a statement from the property owner authorizing the applicant in all matters pertaining to the application. Failure to provide this information will result in an incomplete application.*



Radius Map Package

January 2021

In accordance with Alhambra Municipal Code 23.87.030(C) some applications may be required to notice surrounding properties within 300 feet of the project site. If you have any questions, please contact a planner at (626) 570-5034.

THE RADIUS MAP

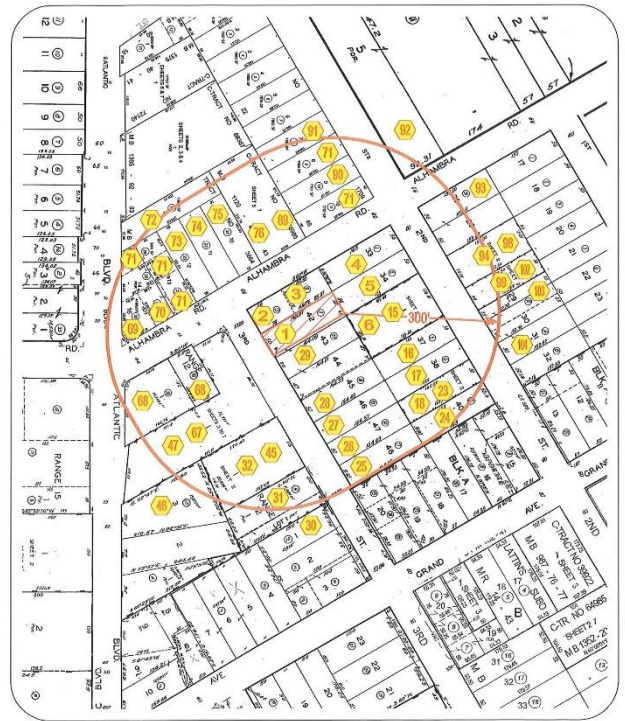
The Radius Map is required upon submitting a Tree Removal application for all healthy trees. The applicant is responsible for providing a radius map which shall include the following items:

- A 300 foot radius circle and measurement from property lines;
- A clear identification of the project site;
- Numeric labeling of all surrounding properties within the 300 foot radius;
- Project title at the top of page;
- Company or third-party name, address, and contact information.

PROPERTY OWNERS LIST

The radius map shall be accompanied by the following mailing items:

- A digital Property Owner Mailing List in an **Excel Spreadsheet** of property owners within the 300 foot radius of the subject property lines. The Excel spreadsheet containing the Property Owner Mailing List shall be submitted via a **USB or** uploaded to the Planning Division's Dropbox (*see Dropbox Requirements on page 5*). The columns within the Excel Spreadsheet shall be formatted as such:
 - Owners Name(s);
 - State;
 - Address;
 - Zip Code;
 - City;
 - Assessor Parcel Number (APN)
- One (1) booklet of postage stamps equaling the amount required to notice one (1) set of property owners within the 300 foot radius of the property lines.



Example of Radius Map

Number	APN	Owner	Address	City	State	Zip
1	5352-014-001	John Smith	2231 Westminister Ave	Alhambra	CA	91803
2	5352-014-004	Debra Doe	2301 Westminister Ave	Alhambra	CA	91803
3	5352-014-007	Molly Webster	1458 E Loma Alta Dr	Altadena	CA	91001

Example of Excel Spreadsheet Format

NOTE: The City of Alhambra Community Development Department has its own Public Notice fliers and will use the stamps provided by the applicant to properly deliver the Public Notices. **Envelopes and Printed Mailing Labels will not be accepted.**