



TREE REMOVAL PERMIT



City of Redding
777 Cypress Avenue
Redding CA 96001
Telephone:
(530) 225-4020
FAX: (530) 225-4495

PURPOSE

The Tree Preservation Ordinance was adopted by the City Council to preserve and protect both native and non-native trees within the City. It signifies the importance Council ascribes to trees to enhance the scenic beauty of the community, to increase property values, and to help maintain a healthy environment. To accomplish its goals, the City Council has established a procedure for the City to review the removal of certain trees.

PROCESS

Step 1 - Preapplication Discussion with Staff

It is recommended that the applicant review the proposal with Planning Department staff prior to the submission of a formal application. This will allow the staff to advise you as to whether a permit is actually required (many properties are exempt from permit requirements) and, if so, what the criteria are for approving your request. Usually, this first step is very important and helps the application move faster through the process.

Step 2 – Filing of Application

The applicant should submit a completed application, an accurately drawn reproducible site plan, filing fee, and other required supplemental information to the Department of Planning and Community Development, 777 Cypress Avenue, Redding, California 96001. The application must be signed by the property owner. A staff planner will review the material to make sure all the required information is provided. If the application is incomplete, the applicant will be notified within 7 days after filing as to what additional information is required.

Step 3 – Decision by Director

The Planning Director or his designated representative will render a written decision within 15 days of filing a complete application. At his or her discretion, the application may be referred to the Board of Administrative Review (Board) for consideration. The decision of the Planning Director may be appealed to the Board; a decision made by the Board may be appealed to the Planning Commission. If you wish to appeal a decision, it must be made within 10 calendar days of the mailing of the decision.

APPLICATION SUBMITTAL REQUIREMENTS

- Application form completed and signed by the property owner.
- Supplemental information if required by the Planning Director.
- Application fee - Refer to "Schedule of Fees and Charges."
- A brief statement of the reason for removal of the tree(s).
- A detailed site plan drawn to scale. The following information should be provided with the site plan:
 - North arrow
 - Walkways
 - Property lines
 - Significant natural features
 - Dimensions
 - Landscaped areas
 - Easements and adjoining streets
 - Truck loading/maneuvering areas (if applicable)
 - Topography if more than 5 percent slope
 - Outdoor storage (if applicable)
 - Building location(s)—proposed and existing
 - Species, size, and location of each tree to be removed
 - Off-street parking areas and driveways