



CITY OF WEST SACRAMENTO
TREE DISCLOSURE STATEMENT

West Sacramento Municipal Code, Chapter 8.24.090, requires disclosure and protection of certain trees located on private and public property, and that they be shown on approved site plans. A completed disclosure statement must accompany all building permit applications that include exterior work, all demolition or grading permit applications, or other development activity.

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

Are there Protected trees on or adjacent to the property? YES NO (If no, proceed to Section 4)

[Sections 1- 4 MUST be completed by the applicant. Please circle and/or check where applicable.]

1. Where are the trees? Check those that apply. (Plans must be submitted showing trees over 6" diameter)

- On the property
On adjacent property overhanging the project site
In the City planter strip or right-of-way easement within 12 1/2 ft. from back of curb? (Street Trees)

2. Are there any Protected trees? YES (Check where applicable) NO

- On the property
On or overhanging the property

3. Is there activity or grading within the dripline (where the tree canopy ends) of these trees?

YES NO

If Yes, a Tree Preservation Report must be prepared by an ISA certified arborist and submitted for staff review.

4. Are the Site Plan Requirements\*\* completed? YES NO

\*\*Protection of protected trees during development require the following: (1) Plans must show the measured tree species, trunk diameter and canopy dripline; (2) Plans must denote, as a bold dashed line, a fenced enclosure area 1 foot beyond the dripline.

I, the undersigned, agree to the conditions of this disclosure. I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement constitutes a violation of the West Sacramento Municipal Code Section 8.24.090, which can lead to criminal and/or civil legal action.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_
(Prop. Owner or Agent)

FOR STAFF USE:

Protective Fencing

Sections 5 must be completed by staff for the issuance of any development permit (demolition, grading or building permit).

5. Protected Trees. The specified tree fencing is in place. A written statement is attached verifying that protective fencing is correctly in place around protected and/or designated trees. YES NO

(N/A if there are no protected trees, check here) [ ]

1 Protected Trees - a) Street trees - trees within 12 1/2 ft. of the back of the curb; b) Heritage trees - Any of the 9 native oaks which are 16" in diameter or larger, all species of trees which are 24" in diameter or larger, when measured 54" above natural grade; and c) Landmark trees which are trees designated by City Council.

Questions? Call:

City of West Sacramento Department of Parks and Community Services
1110 West Capitol Ave. West Sacramento, CA 95691 (916) 617-4620



**CITY OF WEST SACRAMENTO  
TREE PERMIT INFORMATION AND APPLICATION FORM**

**Activities requiring a Tree Permit:**

**\$25 fee (each permit) for businesses**

- Cutting down, moving, removing, trimming any branch over 5" in diameter of a **street tree**. (A street tree is any tree growing within a strip 12 ½ feet from the back curb of the street.)
- Cutting down, moving, removing, trimming any branch over 5" in diameter of a **heritage, or landmark tree**. (A "Heritage tree" means any living tree with a trunk circumference of 75" or more or a Native Oak with a trunk circumference of 50" or more; both measured 4'6" from ground level.) The circumference of multi-trunk trees shall be based upon the sum of the circumference of each trunk. A "Landmark tree" is any single or stand of trees of historical significance.
- Perform any work such as trenching, grading, paving, or parking vehicles within the drip line of a heritage, significant or landmark tree.

**What to do:**

- Fill out the information below only if the tree fits one or more of the criteria listed above. Include fee with permit (businesses only)
- Turn the completed permit and fee into the Department of Parks and Recreation at the address shown on bottom of page. **If you are requesting removal of a protected tree, an arborist report describing the reason for removal must be attached.**
- Within 30 days, the tree will be evaluated by the City Arborist. Owner may be contacted for access to the tree.
- If approved, original permit will be mailed to you, or you may request to pick it up.
- **A copy of the tree permit must be posted in a conspicuous location on the property near the tree during removal or trimming.**

**APPLICATION**

NAME OF OWNER/APPLICANT: \_\_\_\_\_ PHONE (Home): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE (Cell): \_\_\_\_\_  
Street Address City/State Zip

PROPERTY ADDRESS (Location): \_\_\_\_\_

SPECIES OF TREE(S) \_\_\_\_\_ TRUNK CIRCUMFERENCE \_\_\_\_\_ Inches

PROPOSED ACTIVITY:     TREE REMOVAL                       MAJOR PRUNING                       OTHER

REASON FOR ACTION: \_\_\_\_\_

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FOR REMOVAL OF PROTECTED TREES, WRITTEN EVALUATION OF TREE HEALTH AND STATUS BY AN ISA (International Society of Arboriculture) CERTIFIED ARBORIST MUST BE INCLUDED WITH THIS APPLICATION.

SIGNATURE OF OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

**If you have any questions, please contact the Parks and Recreation Department at (916) 617-4620.**

**FOR CITY USE ONLY:**

ARBORIST NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

FINDING: \_\_\_\_\_

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CITY MANAGER OR DESIGNEE DETERMINATION:                       PERMIT APPROVED                       PERMIT DENIED

AG AND NATURAL RESOURCES SUBCOMMITTEE REVIEW NEEDED?     YES     NO

NAME/SIGNATURE \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ATTACH 2 TO 4 PHOTOS AS NEEDED ON SECOND PAGE

Revised 5 - 2007