

Public Works Permits

1232 Washington Street

Calistoga, CA 94515

Phone: (707) 942-2848

Fax: (707) 942-2831 Email: pworks@ci.calistoga.ca.us

Tree Removal Permit Application Packet

CITY OF CALISTOGA

Scan - preferred

Fax

To:	APPLICANTS	From:	Jill Saunders Admin. Assistant
		Pages:	Total
Phone:		Date:	
Re:	City of Calistoga		
	Tree Removal Permit Application		

Attached is our Tree Removal Permit Application. PLEASE NOTE ON THE APPLICATION THE REQUIREMENTS for submission with the application:

Homeowners as Applicants carry the liability for the work rendered and will need to submit a copy of their Homeowner's General Liability policy.

Business Requirements as Applicant:

- Proof of current City's business license, if none, apply online at:
Calistoga.bizlicenseonline.com
- Copy of current Workman's Comp
- Copy of current General Liability Insurance **WITH a SEPARATE PAGE ENDORSEMENT** naming the City of Calistoga, its agents, officers and employees as Additionally Insured. A **Blanket** Additionally Insured endorsement will also be accepted.

Upon permit approval there is a \$11.00 permit fee. If warranted, there may be a mitigation deposit due for re-plantings. For each tree mitigation required, there is a \$110.00 deposit held for 60 days which may be forfeited if mitigation is not met. We will consider special circumstances that prohibit replanting if notified and approved for an extension. Please be sure to complete the application in its entirety.



City of Calistoga
 1232 Washington Street
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TREE REMOVAL PERMIT

Fill in the form and print. Then either scan & email, or fax to contact at left

Permit No.

A City permit is required for removal of (a) any tree with a diameter at breast height (DBH) of 12" or greater; (b) any native oak with a DBH greater than 6"; (c) any Valley Oak, seedling, sapling, or older; (d) any tree bearing an active nest of a fully protected bird (see *Fish and Game Code Section 3511*). An Arborist report may also be required. See Calistoga Municipal Code Section 19.01.040 for details. (See instructions on Page 2)

Location of Removal: Applicant:

Property Owner: Phone:

Applicant Address: Cell:

Fax:

Applicant Is: Property Owner Tree Service Utility Company Other Email:

Begin Date: End Date:

Contractor License #: City Business License #: Contact (707) 942-2754 for an application if you do not have a Calistoga Business License

Check Box if you will be working on or over the Public Right-of-Way If you checked this box, an Encroachment Permit is required. An application may be downloaded at www.ci.calistoga.ca.us.

Identify and describe tree(s) to be removed and state reason(s). Attach additional pages if necessary.

Number	Diameter	Species	Reason for Removal

Sketch site plan (aerial view) of location of tree(s) and their drip line(s) showing the following:

1. Location, size and species of protected tree(s) to be removed.

2. Existing and/or proposed footprint of the structure(s), paving, and landscape areas.

3. Adjacent street name(s).

Please circle or label tree(s) to be removed.

SKETCH SITE PLAN

HOUSE
or
STRUCTURE

Street

INSTRUCTIONS FOR TREE REMOVAL APPLICATION

This packet contains filing forms and instructions for completing a tree removal application. Calistoga Municipal Code Section 19 should be reviewed for standards associated with tree removal.

PROCESS: Once a complete tree application has been submitted, it will be reviewed by the City Director of Public Works or his representative. This review may take up to 15 days after submission of a complete application but we strive to process all applications as quickly as possible.

Any tree company removing the tree(s) will be required to have a current Business License on file with the City of Calistoga. A form can be obtained by calling (707) 942-2754. Staff can assist in determining if the company has a current license.

Mitigation measures may be required to offset any tree removal. The Director of Public Works or his representative will determine the number of trees that must be planted as mitigation for any tree removal.

If work will be performed on or over the public right-of-way, an Encroachment Permit is required. A Encroachment Permit Application may be obtained by going to the City's website at www.ci.calistoga.ca.us and clicking on "I Want To..." or at the Public Works Department.

INSURANCE REQUIREMENTS:

Tree Companies:

1. General Liability with a separate endorsement naming the City of Calistoga, its officers, officials, employees and volunteers as additional insured.
 Note: Should an applicant submit a blanket additional insured separate endorsement, signature of this application secures this as an agreement releasing the City of Calistoga of any and all liability with any work performed under this permit.
2. Worker's Compensation.

Homeowners:

1. Copy of homeowner's liability insurance certificate.

If tree mitigation is required, a deposit of \$110 per tree will be held until the new tree(s) have been planted or for a period of 60 days, whichever is less. If mitigation is NOT met within 60 days, the deposit will be forfeited. The City will not accept purchased trees as a form of the required mitigation. Please initial that you have been made aware of this requirement:

Initial:

The undersigned has read and agrees to comply with all ordinances, regulations and specifications that may apply, or be required as conditions upon which this permit is issued. **(Please fill in and print this form. Then complete the table and diagram. You may fax, e-mail or hand-deliver the form to the Public Works Department.)**

Applicant Signature: Date:

~ CITY USE ONLY ~

Public Works Comments/Conditions: _____

FEES: Software Recovery + \$1.00 (SOF)
 Permit Fee: \$ 10.00 Cash _____ Check # _____ Credit Card # _____ Received by: _____

Mitigation Fee: \$ _____ Mitigation Check # _____ Credit Card: _____ Paid by: _____

TOTAL FEES: \$ _____ Cash _____ Check # _____ Credit Card: _____ Initials _____

APPROVAL

Certificates/Endorsements on file with City: ____ Yes ____ No

General Liability Expires: _____ Add'l Insured Endorsement Expires: _____

Worker's Comp Expires: _____ Homeowner's Insurance Expires: _____

Field Inspected by: _____ Approved by: _____ Date of Issuance: _____

Denied: _____ Reason: _____

Trees Mitigated (date): _____ By: _____ Deposit Returned: _____

Licensed & Certified TREE ARBORISTS

Joe Branum Tree Care, Inc.

Joe Branum (*)
Proprietor - Arborist
info@joebranumtreecare.com
P.O. Box 63
Calistoga, CA 94515
T: (707) 942-8954
F: 942-5578



Pacific Tree Care, Inc. (*)

Jake or Joe Schneider
Proprietors – Arborists
Rhiannon Kenney, Office Mgr.
info@pacifictreecare.com
P. O. Box 34
Calistoga, CA 94515
T: 942-0261 F: 942-1245
Jake C#: 249-5028
Trey C#: 249-0739

Signature Tree Services (*)

Curtis Fosnaugh
Proprietor – Arborist
3431 St. Helena Hwy N.
St. Helena
T: (707) 963-3333
C: (707) 580-3547
curtis@signaturetreesolution.com

The Davey Tree Expert Company (*)

Paul Dubois – Arborist
Paul Dubois – Cell # 707 974-2101
Paul.dubois@davey.com

Christina Cignetti
Office Coordinator
Christina.Cignetti@davey.com
4000 Montgomery Dr. Ste L-3
Santa Rosa Ca 95405
T: (707) 927-0412

(*) = City of Calistoga Licensed

**These companies are provided
for your convenience sake only**