



City of Calistoga  
 1232 Washington Street  
 Calistoga, CA 94515  
 Phone: (707) 942-2827  
 Fax: (707) 942- 2831  
 Email: pworks@ci.calistoga.ca.us

# 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](http://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
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

<p><b>Sketch site plan (aerial view) of location of tree(s) and their drip line(s) showing the following:</b></p> <ol style="list-style-type: none"> <li>1. Location, size and species of protected tree(s) to be removed.</li> <li>2. Existing and/or proposed footprint of the structure(s), paving, and landscape areas.</li> <li>3. Adjacent street name(s).</li> </ol> <p>Please circle or label tree(s) to be removed.</p>	<p style="text-align: center;">SKETCH SITE PLAN</p> <div style="text-align: center; margin: 20px 0;"> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">             HOUSE or STRUCTURE           </div> <p style="margin-top: 20px;">Street</p> </div>
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**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](http://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: \_\_\_\_\_