



County of Santa Clara Roads and Airports Department

TREE REMOVAL APPLICATION – COUNTY RIGHT OF WAY

INSTRUCTIONS

This form is only for the removal of trees in the County Right of Way (ROW). Read through all required documentation before completing this form. This is a computer-fillable PDF form. Save the form, enter all requested information, then email the completed electronic form and all required attachments to permits@rda.sccgov.org.

For information about the removal of trees in the County Right of Way, refer to the Frequently Asked Questions (FAQ) on the County ROW tree removal webpage: <https://countyroads.sccgov.org/tree-removal-approval-county-right-way>

1. PROPERTY AND APPLICANT INFORMATION

TREE/PROPERTY OWNER NAME	PROPERTY OWNER EMAIL	PROPERTY OWNER PHONE
TREE/PROPERTY ADDRESS		PROPERTY APN (PARCEL NUMBER)
Is applicant name/address same as property owner name/address? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If not the same, enter applicant information below.		
APPLICANT NAME	APPLICANT EMAIL	APPLICANT PHONE
APPLICANT ADDRESS		

2. TREE INFORMATION

**Diameter = circumference/3.14 , as measured 4.5 ft above ground*

SPECIES OF TREE(S) TO BE REMOVED	QUANTITY	DIAMETER*	HEIGHT	CANOPY DIAMETER	AGE (IF KNOWN)
		in.	ft.	ft.	
		in.	ft.	ft.	
		in.	ft.	ft.	
		in.	ft.	ft.	
		in.	ft.	ft.	
		in.	ft.	ft.	

REASON FOR REMOVAL *Provide detailed explanation of the problem of the tree and/or problems the tree(s) are causing.*

SPECIES AND QUANTITY OF REPLACEMENT* TREES **If no replacement, state 'No intent to replace the tree'. Refer to website for species names list.*

3. ATTACHMENTS

Applicant must provide the following information as an attachment to this application.

Check box for each item attached:

- Photographs of each tree. Provide clear color photos that include the entire tree, the trunk from 10 feet away, and any defective tree part (i.e., dead limb, crack, etc.).
- Photographs of damage caused by the tree(s) if applicable (sidewalk, driveway, curb)
- Site Map with following information: *Note: The sketch may also occur on an aerial photograph.*
 - Accurate location of tree(s) to be removed with species name, size, height, and age if known.
 - Include landmarks such as streets, sidewalks, buildings (i.e. house, shed, garage), or fence.
 - Identify location of utilities (aerial or buried)
 - Indicate distance of tree trunk from utilities, from buildings, and from sidewalk, curb or street.
 - Indicate street names and property address; indicate property lines.
 - Identify location, species names, and size of replacement trees; label as replacement tree.

4. TREE ASSESSMENT

If the reason for removing the tree is due to the tree being irreversibly diseased, substantially damaged, or presents an imminent danger to human life or safety or to property, a written opinion of an arborist, forester, or other expert qualified to render such an opinion is required. Such reports are to be obtained at the expense of the applicant.

ARBORIST, FORESTER OR EXPERT NAME	EMAIL	PHONE
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INDICATE CREDENTIALS OR LICENSE OF THE ARBORIST, FORESTER, OR EXPERT

Check one of the boxes:

- Arborist or Forester signed statement or report is attached.
- No arborist report provided. Tree removal is for reason other than due to condition of tree (explain in Reason for Removal in Page 1)

5. TREE REMOVAL PLAN

The questions below are necessary to confirm method of removal and determine if homeowner will do the removal or hire a professional tree removal firm.

DESCRIBE: 1) YOUR PLAN TO REMOVE/PRUNE/REPLACE THE TREE, AND 2) INDICATE IF DRIVEWAY, SIDEWALK OR CURB/GUTTER WILL BE IMPACTED BY THE REMOVAL.

[Empty text box for describing removal plan]

Check the box below to indicate who will perform the tree pruning and removal, then explain basis of qualifications.

- Applicant/Homeowner
- Professional tree removal firm
- Other (explain below)

QUALIFICATIONS OF TREE REMOVER/ PRUNER (FIRM NAME, CA LICENSE)

[Empty text box for qualifications]

6. ACKNOWLEDGEMENT AND SIGNATURE

Owner is to acknowledge and agree by signing and dating the following: I hereby agree to defend, indemnify and hold harmless the County and its officers, agents, employees, boards and commissions from any claim, action or proceeding brought by any person or entity other than the applicant (“third party”) against the County or its officers, agents, employees, boards and commissions that arises from or is in any way related to the approval of this application, including but not limited to claims, actions or proceedings to attack, set aside, void or annul the approval. If a third-party claim, action or proceeding is filed, the County will promptly notify the applicant of the claim, action or proceeding and will cooperate fully in the defense. Notwithstanding the above, the County has the right to participate in the defense of any claim, action or proceeding provided the County bears its own costs and attorney fees directly associated with such participation and defend the action in good faith. The applicant will not be required to pay or perform any settlement unless the applicant agrees to the settlement. I (We), the Owner(s) of the subject property, hereby authorize(s) the filing of this application and on-site visit by authorized staff. In addition, I (We) acknowledge and understand the information above related to fees and agree to pay all application fees. I (We) certify and accept the terms and conditions as described above.

TYPED NAME	SIGNATURE	DATE SIGNED
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After completing Parts 1 to 6, email the completed electronic form and all required attachments to permits@rda.sccgov.org.

For more information, visit this link: <https://countyroads.sccgov.org/tree-removal-approval-county-right-way>

- Review the *Frequently Asked Questions (FAQ): Tree Removal in County ROW*
- Review example site plans and guidance for placement of replacement trees
- Tree names and tree replacement species
- Link to Planning Tree Removal process (trees not in the County ROW).