



# COMMERCIAL/INDUSTRIAL ADMINISTRATIVE TREE REMOVAL APPLICATION

Application fee due upon submittal:  
 1-5 trees: \$115  
 6-10 trees: \$230  
 11 + trees: \$560

City of Cerritos approval is required prior to the removal of any privately-owned tree located on a commercial or industrial property. This Commercial/Industrial Administrative Tree Removal Application is intended for the proposed removal of trees that are dead, dying, diseased, and/or constitute a public nuisance (see Section 2.0 for additional details). For the proposed removal of trees that do not meet these criteria, please consult with the Department of Community Development for the appropriate application and approval process (see Section 5.0 of this application for additional details).

Level of review: This application is subject to review administratively by City of Cerritos staff. Trees that do not meet the criteria for staff-level approval may be denied, and the applicant will be directed to file a separate Commercial/Industrial Discretionary Tree Removal Application for review by both City staff and the Cerritos Planning Commission at a public hearing.

## 1.0 PROPERTY/CONTACT INFORMATION

1.1 Name of shopping center or business: \_\_\_\_\_

1.2 Primary property address: \_\_\_\_\_  
*(If the commercial or industrial property has multiple addresses, provide the primary address [e.g., major tenant address] for record purposes.)*

1.3 Name of title of property owner authorizing this application: \_\_\_\_\_

1.4 Name and title of contact **removing** trees: \_\_\_\_\_

1.4a Business name: \_\_\_\_\_ 1.4b Phone number: \_\_\_\_\_

1.4c Business address: \_\_\_\_\_

1.4d Email: \_\_\_\_\_

1.5 Name and title of contact **replacing** trees (if different from above): \_\_\_\_\_

1.5a Business name: \_\_\_\_\_ 1.5b Phone number: \_\_\_\_\_

1.5c Business address: \_\_\_\_\_

1.5d Email: \_\_\_\_\_

## 2.0 ADMINISTRATIVE TREE REMOVAL STANDARDS

In accordance with Section 8 of the City of Cerritos Tree Preservation Manual, the following standards shall apply for all administrative tree removals:

- 2.1 Eligibility – Administrative tree removal approval may be granted by the City of Cerritos when a privately-owned tree has been qualified by City staff as dead, dying, diseased, and/or constituting a public nuisance as determined by the Director of Public Works or his/her designee. "Public nuisance" means any dead, diseased, infested, leaning or dying privately-owned and maintained tree located on private property that poses a danger or threat to public and/or quasi-public property or the life, health, or safety of members of the general public. "Public nuisance" also means a tree on private property that is causing significant structural damage to public and/or quasi-public property, as determined by the Director of Public Works or his/her designee.
- 2.2 Prior Written Review/Approval – No tree shall be removed without prior written authorization from the respective property owner and subsequent approval by the Department of Community Development. With the submittal of a completed application and required supplemental information, City staff will conduct an inspection and, upon determining whether the trees meet the eligibility criteria outlined above, will either provide written approval of the Administrative Tree Removal Application and/or authorize consideration of a Discretionary Tree Removal Application by the Planning Commission at a duly noticed public meeting.
- 2.3 Replacement of Prior Removed Trees – No new trees will be considered for approval for removal until all prior removed trees have been replaced in accordance with previous written City approval. Trees that were previously removed without City approval and without replacement shall be included in the proposed Tree Replacement Plan.
- 2.4 One-for-One Replacement – Each removed tree must be replaced with at least one new tree on the same property with similar characteristics, the species and size of which must be approved by the City of Cerritos.
- 2.5 Application Fees – The following application fees shall be required to be submitted with a completed Administrative Tree Removal Application:
  - \$115 for the proposed removal of 1-5 trees;
  - \$230 for the proposed removal of 6-10 trees; or
  - \$560 for the proposed removal of 11 or more trees.
- 2.6 Pre-Application Meeting – City staff is available upon request to meet with property owner(s) and respective Qualified Landscape Professionals (see Section 4.1) in advance of application submittal to answer questions pertaining to completion of the application and preparation of the required Tree Reforestation Plan. Call (562) 916-1201 to schedule an appointment.
- 2.7 Application Review "Shot Clock" – City staff shall be required to do either of the following within thirty (30) days of receipt of a completed application:
  - Complete the plan check review and provide comments and corrections to the applicant for incorporation into a revised plan. If corrections are required, the applicant shall resubmit a revised plan with said changes incorporated for further review by City staff under a new thirty (30) day "shot clock" period; or
  - Find the application to be in compliance with City Council-approved tree preservation policies and issue City approval.
- 2.8 Application Denial/Appeal – If a denial is issued by City staff for the proposed application, the property owner(s) may elect to appeal City staff's decision to the Planning Commission.
  - Appeal must be submitted to the Department of Community Development within fifteen (15) days of said denial.
  - Appeal fee of \$500 shall apply.

**3.0 SAMPLE TREE LEGEND**

Please reference the sample tree legend provided below when conveying information and details about the tree(s) proposed for removal and replacement.

Tree No.	Approximate address or location description	Proposed species for removal	Reason for removal*	Proposed species for replacement	Proposed tree size	Proposed location
1.						
2.						
3.						
4.						
5.						

\* In order to qualify for Administrative (City staff) approval, the subject tree must meet one of the eligibility criteria for removal listed in Section 2.1 above.

*(This space is intentionally left blank.)*

**Property address:** \_\_\_\_\_  
*(same as item 1.2 on page 1)*

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**4.0 APPLICATION CHECKLIST**

Check the boxes below to acknowledge the submittal, with this completed application, of the items specified below (including all listed details). This application will not be accepted via e-mail.

**4.1 Tree Reforestation Plan - three (3) hard copy sets**

The Tree Reforestation Plan shall be prepared by a Qualified Landscape Professional. "Qualified Landscape Professional" means a registered or licensed professional with credentials, such as a Certified Arborist or State-Licensed Landscape Architect.

Site Plan/Aerial Photo Specifications: For the Tree Reforestation Plan, each site plan or aerial photo (printed on 11" x 17" sheet) shall show the following:

- Primary property address identified in item 1.2 above
- Name of shopping center or business, if applicable
- North arrow
- Labeled streets
- Location of each tree, numbered according to the tree legend
- Minimum 4" by 6" blank/white area for approval stamp
- Drawing/photo must be clear and legible.

Photograph Specifications: The photograph sheets (minimum 8.5" x 11") shall show:

- At least one color photo (minimum 4" x 6") of each tree proposed for removal, numbered according to the tree legend

**4.1.1 Tree Disposition Plan**

The Tree Disposition Plan shall include:

- Site plan and/or aerial photo (printed on 11" x 17" sheet) identifying the location and condition of the subject tree(s) to be removed within the commercial or industrial area, numbered according to the tree legend. Trees eligible for removal must be dead, dying, diseased, and/or constitute a public nuisance as determined by the Director of Public Works or his/her designee.
- Tree legend
- Photographs of the subject tree(s)
- Supporting documentation (minimum 8.5" x 11") illustrating the reason(s) for tree removal

**4.1.2 Tree Replacement Plan**

The Tree Replacement Plan shall include:

- Site plan and/or aerial photo (printed on 11" x 17" sheet) identifying the location and type of replacement tree(s) that is required to be comparable in size and shape to the corresponding subject tree(s) being removed
- Tree legend

**4.1.3 Planting Plan Detail**

The Planting Plan Detail is required only when the replacement tree is to be located in an alternative location and shall include:

- Drawing (printed on 8.5" x 11" or 11" x 17" sheet) identifying the plant material (shrubs and/or groundcover) to be installed in the subject area

**Property address:**

\_\_\_\_\_

*(same as item 1.2 on page 1)*

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4.1.4 Schedule of Performance

The Schedule of Performance establishes the timeframe for completing the removal and replacement of City-approved trees and/or the phased removal and replacement of City-approved trees over an extended period of time. The Schedule of Performance shall include:

- Document (printed on 8.5" x 11" sheet) identifying the outer date (month and year) planned for completion of the removal and replacement of each tree
- If a phased schedule is proposed, the outer date (month and year) corresponding to each tree, numbered according to the tree legend

4.2 Application fees (see Section 2.5)

**DETERMINATION OF COMPLETENESS - FOR OFFICE USE ONLY**

This application is deemed (check one):

**Complete.** All required application materials have been submitted. The application is accepted and will be processed. Final determination, following review of all of the submitted materials and inspection by City staff, will be provided in writing within 30 days of receipt.

Date: \_\_\_\_\_

Received by (City staff name): \_\_\_\_\_

**Incomplete.** The following application materials are missing and/or incomplete:

\_\_\_\_\_  
\_\_\_\_\_

The above item(s) must be provided in order to deem the application complete for processing.

Date: \_\_\_\_\_

Returned by (City staff name): \_\_\_\_\_

**Complete after Resubmittal.** All required application materials have been submitted. The application is accepted and will be processed. Final determination, following review of all of the submitted materials and inspection by City staff, will be provided in writing within 30 days of receipt.

Date: \_\_\_\_\_

Received by (City staff name): \_\_\_\_\_

Property address: \_\_\_\_\_

*(same as item 1.2 on page 1)*

**FOR OFFICE USE ONLY**

A/P# \_\_\_\_\_  
*(Project Reference Number)*

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**5.0 COMMERCIAL/INDUSTRIAL TREE REMOVAL INFORMATION**

The City of Cerritos maintains separate procedures for the removal of trees in commercial and industrial areas depending on the location and condition of the subject tree. Below is a summary of the various applications, associated fees, and reference documents. Fees are intended only to recoup the City's cost associated with the review, processing, and facilitation of the tree removal applications.

Application/Document	Fee	Contact	Download Location
<b>City of Cerritos Tree Preservation Manual</b> Policy document outlining City standards and procedures for removal of trees	N/A	N/A	<a href="http://www.cerritos.gov/buildingpermits">http://www.cerritos.gov/buildingpermits</a>
<b>Commercial/Industrial Administrative Tree Removal Application</b> Trees that are dead, dying, diseased, and/or constitute a public nuisance	1-5 trees: \$115 6-10 trees: \$230 11+ trees: \$560	Department of Community Development (562) 916-1201	
<b>Commercial/Industrial Discretionary Tree Removal Application</b> Trees that constitute a private nuisance and/or do not qualify for Administrative approval	\$500 public hearing fee + above fees		
<b>Commercial/Industrial Emergency Tree Removal Application</b> Trees that posed an immediate threat to public safety and prior verbal City approval was granted	No fee if replaced within 60 days		

**6.0 ACKNOWLEDGEMENT**

By signing below, I acknowledge an understanding of the following declarations:

- 6.1 Review of Requirements. I declare, under penalty of making a false statement, that I have read and understand the statements and requirements of this application.
- 6.2 Conditions of Approval. I understand and will comply with the following conditions of approval:
  - 6.2a: Prior to installation of replacement tree(s), the City Arborist shall be contacted at (562) 407-2659 to inspect the tree(s) to verify species, size, and good health.
  - 6.2b: Ongoing trimming of all trees on the subject property shall be subject to approval of a Tree Pruning Permit and shall be performed in accordance with standards set forth in Cerritos Municipal Code Chapter 9.75.
  - 6.2c: The contractor performing the approved tree removal and replacement shall hold a business license issued by the City of Cerritos.
- 6.3 Plan Adherence.
  - 6.3a: No tree shall be removed without prior written approval by the City of Cerritos Department of Community Development.
  - that the plans submitted for review in connection with this application are complete and accurate. Approval of the submitted plans is subject to the applicant having submitted accurate information.

**Property address:** \_\_\_\_\_  
*(same as item 1.2 on page 1)*

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- 6.3c: All work shall be performed in accordance with the approved plans and application. If modifications or deviations from the approved plans and application are deemed necessary, any and all such modifications shall be submitted in the form of revised plans and revised application to the Department of Community Development for review in accordance with the requirements set forth herein. No modification or deviation shall proceed without prior written approval by the Department of Community Development. If these requirements are violated, the City of Cerritos may require the work to be completely removed and redone in accordance with the approved plans.

6.4 Penalties for Violation. A violation of the statements and requirements of the Municipal Code may constitute an infraction punishable pursuant to Section 1.08.020 of the Cerritos Municipal Code.

*(This space is intentionally left blank.)*

**Property address:** \_\_\_\_\_  
*(same as item 1.2 on page 1)*

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**I acknowledge and understand declarations 6.1 through 6.4 above.**

6.5 Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

6.6 Authorized property owner representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

6.7 Primary property address: \_\_\_\_\_  
*(same as item 1.2 on page 1)*

**APPROVAL/ DETERMINATION - FOR OFFICE USE ONLY**

City Arborist review (check one):

Transmitted on  
(date): \_\_\_\_\_

Returned on (date): \_\_\_\_\_

This application is (check one):

**Approved**, subject to the following standard conditions of approval:  

- 6.2a: Prior to installation of replacement tree(s), the City Arborist shall be contacted at (562) 407-2659 to inspect the tree(s) to verify species, size, and good health.
- 6.2b: Ongoing trimming of all trees on the subject property shall be subject to City approval of a Tree Pruning Permit and shall be performed in accordance with standards set forth in Cerritos Municipal Code Chapter 9.75.
- 6.2c: The contractor performing the approved tree removal and replacement shall hold a business license issued by the City of Cerritos.

**Conditionally Approved**, subject to the following conditions of approval in addition to the standard conditions of approval listed above:

**Denied**, for the reasons described below.

City Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If approved or conditionally approved)  
**Project Reference Number:**

**A/P#** \_\_\_\_\_