Tree Permit Application - Submittal Requirements:

Our City’s Tree Preservation Ordinance accounts for removal of an ‘ordinance’ size tree, under the following criteria: that the tree is dead, dying, diseased, structurally unsound, or that reasonable (permitted) work will occur, causing the tree to die, or become unstable. Reasonable work may include approved plans, and other permitted improvements, which might compromise the health and stability of an otherwise sustainable tree. Removal criteria must be identified in a written recommendation from a Certified Arborist, referencing plans, estimates or signed contracts; defining scope of work for any proposed improvements, and ruling out reasonable forms of mitigation. Tree permits will be released, after building permits are issued; e-mailed inquiries should be directed to Trees@redwoodcity.org.

The City Arborist is available by appointment at City Hall, Monday thru Friday, 10am to 2pm.

Permit Application Checklist: (incomplete applications will be discarded after 10 days)

- **Application** – must be filled out completely with the property owner’s signature.
  - Reference any of our 5 criteria for tree removal (*please read above*).
  - Attach all support documents during the online application process.
- **Estimate** – official company letterhead (*), with defined scope of work.
- **Landscape Plan** – showing all trees & new tree locations, (use city template).
- **Color Photographs** – showing the whole tree & close-up of reported defects.
- **Arborist Report** – a Certified Arborist’s written report, or TRAQ report.
- **HOA Approval** - (if applicable) – on HOA letterhead, endorsing tree removal.
  - Additional information may be required by the City Arborist:
    - Architectural Plans – approved set of plans, with building or demolition permits.
    - Tree Inventory – large projects & new development, listing trees by “tag” number, proposed pruning or removal, and recommended appropriate replanting.
    - Tree & Landscape Appraisal – providing a baseline for equitable replacement value.

(*) – Redwood City residents and owners are encouraged to refer to our Work Verified Tree Care Companies, listing local businesses voluntarily providing assurance that a Certified Arborist will represent them, evidence of a current Redwood City Business License, a current California State Contractor’s License (required by the CA Department of Consumer Affairs - Contractor’s State License Board ‘CSLB’ for jobs over $500.00), and proof of Insurance for Liability and Worker’s Compensation.

Here are some tips to guide your tree care decisions:

Ask yourself, can ‘the problem’ be fixed with proper pruning (branches or roots), to avoid tree removal?

Are there alternative design, repair, or construction methods & materials available, that haven’t been considered, which may allow for tree preservation, and help avoid a very costly tree removal?

Ask yourself, will my property value, curb appeal, and quality of life be impacted if my tree is removed?

Pruning a neighbor’s tree, over a property line, may have legal consequences, if not done properly.

Thank you for celebrating our urban forest in Redwood City – proud to be a Tree City USA member.