



Application Checklist for
OAK TREE PERMIT
Planning Commission

(Removal of 4 or more oak trees or 1 or more Heritage Oak Trees)

A request for an Oak Tree Permit to remove four (4) or more oak trees or one (1) or more Heritage Oak Trees requires a public hearing before the Planning Commission.

Applications shall be reviewed for compliance with these submittal requirements. *Applications submitted without the required information may not be accepted for processing or may be deemed incomplete and processing suspended.*

Application Submittal Requirements

A. ___ One (1) copy of the completed application packet, including:

- Application Form
- Justification Statement
- Notarized Property Owner(s) Statement
- Financial Interest Disclosure
- Notarized Certified Property Owner's List Affidavit

B. ___ The required processing fee (see fee schedule)

C. ___ Two (2) copies of a Property Ownership Map (500' radius) indicating:

- A 1" to 100' scale
- Subject property and dimensions
- All surrounding properties within the 1000' radius (measured from exterior boundaries of subject property)
- All streets, highways, alleys, right-of-ways, and current lot lines
- All tract, lot and house numbers.
- Existing uses on all lots, parcels, properties within radius (house, apartments, store, etc.)
- Ownership of all properties within a 1000' radius (number the lots to correspond to the property owners list described below).

D. ___ Property Owners List with the following information:

- Names and mailing addresses of current owners as they appear on the latest available assessment roll of the Los Angeles County Assessor of each property or portion of property within a 1000' radius of the subject property
- Assign a number to each name on the list and indicate the corresponding numbers on the lots or parcels on the Land Use map discussed above (section C)
- One copy of a recorded legal description of the subject property

E. ___ Property Owners Mailing Labels and Envelopes.

- Three (3) complete sets of mailing labels for all property owners within a 1000' radius from the exterior boundaries of the subject property. Labels shall also be provided indicating the following:
 - Name and address of the property owners of the proposed project

- Name and address of the applicant if different from the owner
 - Name and address of the applicant's representative, engineer, architect, and or surveyor
 - Name and address of the manager of any mobile home parks located within the 1000' radius of the property. Such labels shall contain the letter "MHP" apart from the address.
- Envelopes will be provided at a cost of \$.50 per envelope* for public hearing noticing requirements. Up to 3 sets could be required (depending on the type of entitlement).

* Cost covers postage and supplies.

F. ___ **Two (2) copies of an Oak Tree Report** prepared pursuant to the City of Santa Clarita Oak Tree Preservation and Protection Guidelines. A qualified Oak Tree Consultant shall prepare said report.

G. ___ **Preliminary Site Plan** - Fifteen (15) copies of a fully dimensional site plan drawn to scale indicating:

- Project name and description, north arrow, and scale (must be engineer's scale - no smaller than 1" = 40')
- Name, address, and phone number of owner and all person(s) preparing the plan
- Vicinity map and the address and assessor parcel number(s) (APN) of the project site
- Date of preparation. Date of revisions (if applicable)
- Property lines and dimensions, streets, and all easements of record
- Proposed and existing buildings and structures and their dimensions, and number of stories of each
- Distance of buildings and structures to property lines.
- Parking areas, vehicular circulation areas, and all other paved areas
- All planted/landscaped areas and areas to be planted (include location of existing trees)
- A legend that includes a summary of project statistics including zoning and existing and proposed type of use
- Proposed grading and all construction activities, including utilities, drains, septic areas, etc.
- The exact location and drip line of all oak trees on the subject parcel and within 200' of the parcel, as established by a registered engineer or land surveyor. Each tree shall be identified by the number that corresponds with the Oak Tree Report. Indicate the species type (can be abbreviated) and the diameter of each tree, in inches, measured at 4' 6" from grade.
- Identify those trees that are to be removed, those to be retained, and those to be encroached upon.
- Identify all heritage oak trees.
- The signature of a professional engineer or land surveyor who established the location of each tree
- Location of all protective fencing

NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

These submittal requirements, as well as those for other types of entitlement applications, can be found on the City of Santa Clarita website at www.santa-clarita.com. If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, e-mail the Department of Community Development at www.santa-clarita.com/cityhall/cd, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.

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