



Application Checklist for
OAK TREE PERMIT
Administrative

(Removal of up to 3 trees, encroachment, and trimming)

A request for an administrative Oak Tree Permit requires approval by the Director of Planning and Economic Development.

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

B. The required processing fee (see fee schedule)

C. 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.

D. Preliminary Site Plan - Five (5) 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 1/2" 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 Planning and Economic Development at ped@santa-clarita.com, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.

Last updated 09/24/04

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