



# Tree Removal Permit - Review Flowchart

Updated 2/20/25

**NOTE:** This flowchart is for illustrative purposes only. Not every submission will follow this exact review flow.

## Symbol Key

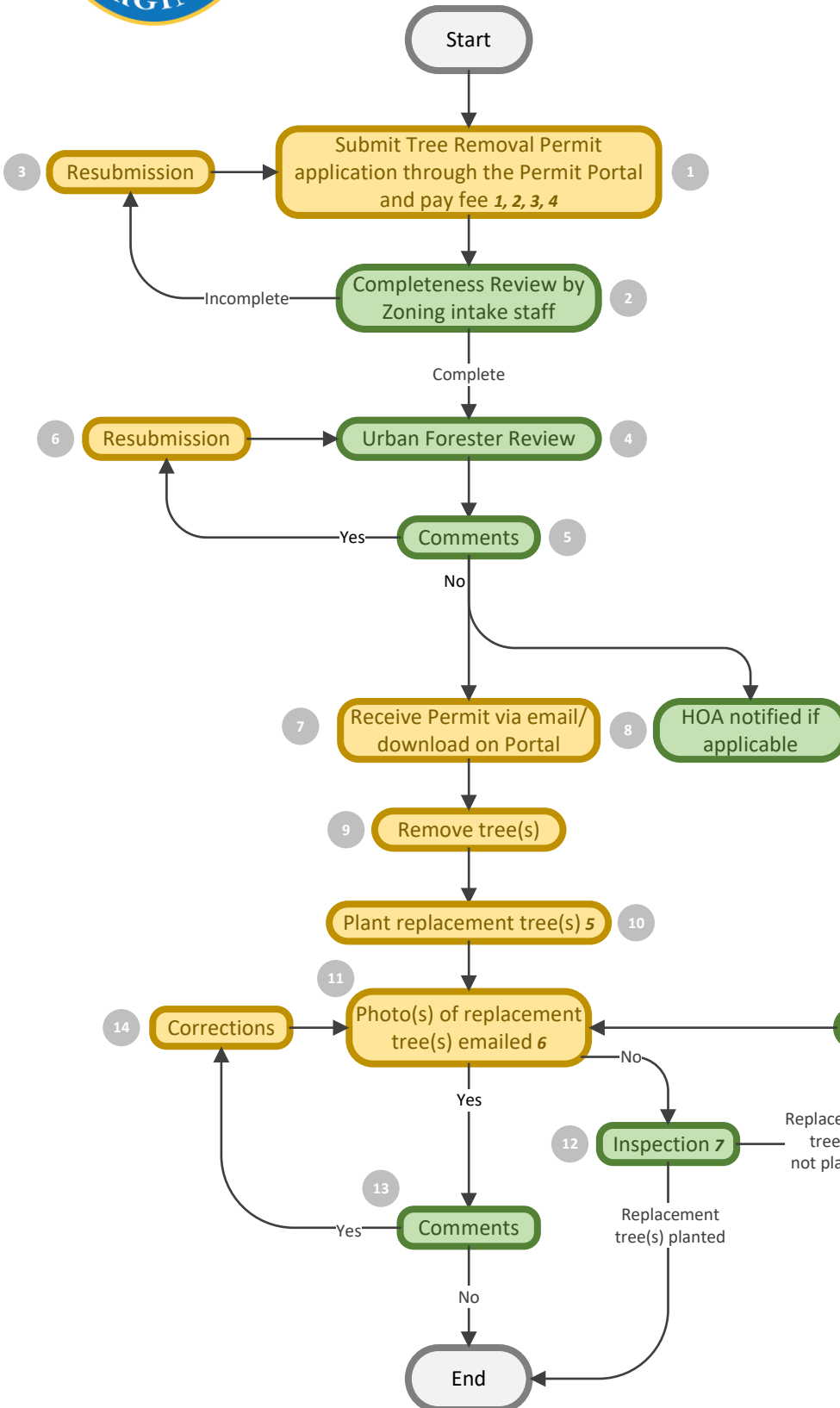
Applicant

CDP 1. Note

1. Note

Start/End

Step



1. Click here for the [Permit Portal](#).

2. See step-by-step guide for applying: [How To Apply – Tree Removal Permit](#).

3. Fee for a single-family residential lot is \$20. Fee for all other types of lots is \$75.

4. In cases where immediate tree removal is needed for imminent safety reasons, the tree removal permit may be applied for retroactively.

5. Trees approved for removal must be replaced with new trees in generally the same location and with a similar species as the tree removed, or as indicated on the approved permit. Trees should be planted either from March-May or September-December annually.

6. Once the replacement tree(s) is/are planted, photograph the tree(s) and email them to the [Urban Forester](#).

7. 120 days after issuance of permit, if staff has not received photo evidence of tree removal and replacement, they will conduct an onsite inspection.

8. If at the time of inspection replacement trees have not been planted as required, Zoning Enforcement proceedings will begin, starting with issuance of a Notice of Violation.