



City of Sebastopol

TREE PROTECTION PLAN Application Checklist

Projects may require a Tree Removal Permit as well as a Tree Protection Plan. Please review the following information to determine which approvals are needed for your specific project:

Tree Protection Plans not involving tree removal may be approved by the City Arborist. Tree Removal Permits and Tree Protection Plans involving tree removals are approved by the Sebastopol Tree Board.

When Required: 8.12.050.A(1) A Tree Protection Plan shall be required as a part of the materials submitted with applications such as: tentative map, grading permit, use permit, building permit, variance, design review, encroachment permit, and conditional use permit; and submitted to the City Department receiving the development permit application (ex: Tentative Map = Planning Department, Building Permit = Building Department). Impacts within driplines of trees, onsite or offsite, which could result in the loss of trees require review. The Tree Protection Plan shall be subject to City review and approval. If the project involves tree removal, the Tree Protection Plan shall require Tree Board approval. Tree Protection Plans shall be prepared by an International Society of Arboriculture (ISA) certified Arborist.

When Not Required: 8.12.050.B(1) Where trees will not be impacted by the project, and upon recommendation of the staff Arborist the Building Inspector may waive the requirement of a TPP. A TPP shall not be required for applications involving existing single-family residences on R-1 lots, except when the project may impact a heritage tree as defined in the Tree Ordinance.

SUBMITTAL REQUIREMENTS

(# of copies)

- 1. **Application Form:** (1)
Completed and signed by applicant and property owner.
- 2. **Fee/Deposit:** As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol
- 3. **Location Map:** (1)
Indicate the subject parcel(s) and adjacent streets on an 8 1/2" x 11" map.
- 4. **Written Statement:**..... (1)
Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If, because of use permit approval, there will be multiple uses on the site, indicate the location and square footage of the different uses. Describe the project in detail.
- 5. **Site Photographs:**(1 set)
Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to provide the City with a series of overlapping photographs of the surrounding neighborhood that show a panoramic view. Polaroids or digital photos on a CD are acceptable.
- 6. **Tree Protection Plan (TPP):**
 - a. Tree Inventory: Size, species, state of health, estimated crown diameter, and accurate trunk location of all trees whose drip line is within the development area, including any areas where trenching is proposed, whether on this project property or on an adjoining property.

- b. Measures to ensure the survival of remaining trees throughout the entire construction process and thereafter.
- c. Description of any proposed landscaping to be located within the dripline of existing protective native tree(s) (as defined in 8.12.040.C).
- d. Size, species, and locations of trees proposed to replace those proposed for removal.
- e. Description of maintenance program for the replacement trees, including type of irrigation system, staking, weed control and length of maintenance period.
- f. Description of existing and proposed grading and drainage characteristics on the project site and adjoining properties, as these characteristics relate to trees for which a tree removal permit would be required by the provisions of Chapter 8.12 and which are designated to remain on the project site.
- g. The following conditions shall be noted on any TPP, and it shall be the responsibility of the developer to insure that they are met by any individual involved in the construction of a project:
 - (1) Parking of vehicles and/or storage of equipment, debris, or materials, including solvents, paints, and other toxic substances, under the dripline of trees which are designated to remain on the project site is prohibited during all phases of construction, including site preparation.
 - (2) Each tree or group of trees which is/are designated to be preserved on a project site or an adjacent property shall be enclosed within fencing of a type previously approved by the City Arborist or Planning staff prior to initiation of any grading, movement of heavy equipment, or other construction activity, including demolition. Location of the fence shall be at the discretion of the project arborist, subject to City approval, but will generally be at the limits of the Tree Protection Zone of any trees which are designated to be preserved on site.
 - (3) Fencing shall remain in place until such time as the Planning staff or City Arborist is assured the trees are no longer in danger of construction damage. If the fencing is removed for any amount of time during the construction process, the project arborist and/or City Arborist must be on-site to insure that no damage to the tree(s) occurs.
- h. The following condition shall be noted on any TPP, on any Map Sheet submitted with Improvement Plans, and on any Building Permit Site Plan which may be used in the performance of any site work including demolition, grading, trenching, compaction, or clearance within a Tree Protection Zone of any subject tree to be retained on the project site, as well as for any tree on an adjacent site. It shall be the responsibility of the developer to insure that they are met by any individuals involved in the construction of a project:
 - (1) “Contractor is responsible for compliance with Tree Protection Plan (Sheet x). Failure to fully comply with the restrictions, conditions, and mitigation measures of the Tree Protection Plan, as reflected on (Sheet x), will result in the issuance of a stop-work order, and may also result in the imposition of fines, penalties, or both.”