



## TREE REMOVAL APPLICATION

### PURPOSE:

This application is for any person desiring to remove any tree, hedge, or large shrub from any public property or right of way.

### PROCESS:

#### Submit Application

Complete the application and submit to Public Works via email at [PublicWorks@san-marcos.net](mailto:PublicWorks@san-marcos.net). When submitting, please include a photo of the tree taken from at least 15ft away. Try to include any landmarks to assist the arborist in locating the tree.

#### Approval Process

An application to remove a tree will be considered for approval if it can be verified that the tree meets at least one of the criteria as described in the section below. You will be notified via email within five business days once your application has been evaluated.

### ELIGIBILITY:

Trees will be considered for removal only when one or more of the following conditions are met:

- The tree is dead or in a state of decline due to disease or insect pest for which there is no likelihood of a cure.
- The tree poses a safety risk that cannot be corrected or where an unreasonable safety risk would be created by the construction process or root pruning.
- Work improvements required to be made around the tree will likely kill the tree or render it a hazardous tree.
- Tree preservation is not cost effective compared to the tree's monetary value.
- The tree interferes with the growth and development of a more desirable tree.

Site analysis may be required on a case by case basis.



**APPLICANT INFORMATION:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Did you receive a notice from the Fire Department regarding weed abatement or tree removal requirements to reduce fire hazards? If so, attach a copy of that notice. ☐ Yes ☐ No

**Tree Information:**

**Number of Trees:** \_\_\_\_\_ **Tree Species:** \_\_\_\_\_ **Estimated Height (ft):** \_\_\_\_\_

**Tree Location:** \_\_\_\_\_

**The tree(s) being proposed for removal is/are located on:**

☐ Private Property ☐ Public Property ☐ Not sure

**Reason for Tree Removal:**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Type Full Name)

**Internal Use Only:**

**Arborist:** \_\_\_\_\_

☐ Removal Approved ☐ Removal Denied

**Comments:**