



**Community Development Department**  
 9291 Old Redwood Highway  
 P.O. Box 100  
 Windsor, CA 95492-0100  
 Planning: (707) 838-1021 / Fax: (707) 838-7349  
 Website: townofwindsor.com

## TREE REMOVAL PERMIT APPLICATION

<b>Applicant Name:</b>		<b>Permit Number:</b>	
<b>Applicant Mailing Address (street number and name, city, state, zip code):</b>			
<b>Phone No:</b>		<b>E-mail Address:</b>	
<b>Tree Information</b>			
<b>Address of Property (street number and name, city, state, zip code):</b>			
<b>Assessor's Parcel Number:</b>			
<b>Tree Location on Site (check all that apply):</b> <input type="checkbox"/> <b>Front Yard</b> <input type="checkbox"/> <b>Back Yard</b> <input type="checkbox"/> <b>Side Yard</b> <input type="checkbox"/> <b>Other:</b>			
<b>Number of Trees Requested for Removal:</b>			
<b>Reason for Removal:</b>			
<b>Tree Species (if known):</b>			
<b>Submittal Requirements</b>			
	Site Plan showing location, existing structures, etc.		
	Arborist Report prepared by a certified arborist (may be subject to peer review if Town arborist is not used, cost to be paid by applicant)		
	Color Photos (digital or paper) of tree(s) to be removed.		
	Property Owner authorization (signature on permit below or written authorization)		
	Tree Hazard Evaluation Form (when requested by Town staff)		
<b>Owner/Applicant Statement</b>			
1. In compliance with the Town of Windsor Zoning Ordinance Chapter 27-36, I am requesting permission to remove tree(s) from the property as described above. I understand that there are criteria that must be satisfied to be issued a permit to remove a tree.			
2. I understand that removal of a protected tree is strictly prohibited until the Town of Windsor authorizes removal through this permit. I am the property owner (or have provided written authorization from the property owner) of the above referenced property where tree removal is being requested. I understand that I am responsible for payment of any peer review fees associated with the arborist report. I further understand that removal of a protected tree without express written authorization may subject me to fines, penalties, and/or other code enforcement actions.			
<b>Name (Print):</b>		<b>Signature:</b>	<b>Date:</b>
<b>To Be Completed By Staff</b>			
The above requested Tree Removal Permit has been reviewed and all the appropriate documentation has been submitted. This Tree Removal permit is <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b> . This permit is subject to compliance with the Town of Windsor Zoning Ordinance and the Town of Windsor Tree Technical Manual. Additional conditions, as applicable, are attached for reference.			
<b>Permit Approval Date:</b>		<b>Permit Expiration Date:</b>	
<b>Staff Name:</b>		<b>Staff Signature:</b>	

# TREE HAZARD EVALUATION FORM

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Site/Address: \_\_\_\_\_

Map/Location: \_\_\_\_\_

Owner:  Public  Private  Unknown  Other

Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Date of last inspection: \_\_\_\_\_

## TREE CHARACTERISTICS:

Tree#: \_\_\_\_\_ Species: \_\_\_\_\_

DBH: \_\_\_\_\_ # of trunks: \_\_\_\_\_ Height: \_\_\_\_\_ Spread: \_\_\_\_\_

Hazard Rating:

\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
Failure Potential + Size of part + Target Rating = Hazard Rating

- Immediate action needed
- Needs further inspection
- Dead tree

**Form:**  generally symmetric  minor asymmetry  major asymmetry  stump sprout  stag-headed

**Crown class:**  dominant  co-dominant  intermediate  suppressed

**Live crown ratio:** \_\_\_\_\_% **Age class:**  young  semi-mature  mature  over-mature/senescent

**Pruning history:**  crown-cleaned  excessively thinned  topped  crown raised  pollarded  flush cuts

crown reduced  cable/braced  none  multiple pruning events Approx. dates: \_\_\_\_\_

**Special Value:**  specimen  heritage/historic  wildlife  unusual  street tree  shade  screen

indigenous  protected by government agency

## TREE HEALTH:

**Foliage color:**  normal  chlorotic  necrotic Epicormics?  Y  N

**Foliage density:**  normal  sparse **Leaf size:**  normal  small

**Annual shoot growth:**  excellent  average  poor

**Woundwood development:**  excellent  average  poor  none

**Vigor class:**  excellent  average  fair  poor

**Major pests/diseases:** \_\_\_\_\_

**Growth obstruction:** \_\_\_\_\_

stakes  wires/ties  signs  cables

other: \_\_\_\_\_

**Twig dieback?**  Y  N

## SITE CONDITIONS:

**Site character:**  residence  commercial  industrial  park  open space  natural  woodland forest

**Landscape type:**  parkway  raised bed  container  mound  lawn  shrub border  wind break

**Irrigation:**  none  adequate  inadequate  excessive  truck welted

**Recent site disturbance?**  Y  N  construction  soil disturbance  grade change  line clearing  site clearing

**% dripline paved:**  0%  10-25%  25-50%  50-75%  75-100% **Pavement lifted:**  Y  N

**% dripline w/ill soil:**  0%  10-25%  25-50%  50-75%  75-100%

**% dripline grade lowered:**  0%  10-25%  25-50%  50-75%  75-100%

**Soil problem:**  drainage  shallow  compacted  drought  saline  alkaline  acrid  small-volume

disease center  history of fail  clay  expansive  slope \_\_\_\_\_  aspect \_\_\_\_\_

**Obstructions:**  lights  signage  line-of-site  view  overhead lines  underground utilities  traffic

adjacent vegetation  other: \_\_\_\_\_

**Exposure to wind:**  single tree  below canopy  above canopy  recently exposed  windward, canopy edge

area prone to windthrow

**Prevailing wind direction:** \_\_\_\_\_

**Occurrence of snow/ice storms:**  never  seldom  regularly

## TARGET:

**Use under tree:**  building  parking  traffic  pedestrian  recreation  landscape  hardscape

small features  utility lines  other: \_\_\_\_\_

**Can target be moved?**  Y  N **Can use be restricted?**  Y  N

**Occupancy:**  occasional use  intermittent use  frequent use  constant use

# TREE HAZARD EVALUATION FORM

**TREE DEFECTS:**

**Root defects:**

**Suspect root rot?**  Y  N    **Mushroom/bracket present:**  Y  N    **ID:** \_\_\_\_\_

**Exposed roots:**  severe  moderate  low    **Undermined:**  severe  moderate  low

**Root pruned:** \_\_\_ distance from trunk    **Root area affected:** \_\_\_%    **Buttress wounded:**  Y  N    **When:** \_\_\_\_\_

**Restricted root area:**  severe  moderate  low    **Potential for root failure:**  severe  moderate  low

**LEAN:** \_\_\_\_\_ deg. from vertical     natural  unnatural  self-corrected    **Soil heaving:**  Y  N

**Decay in plane of lean:**  Y  N    **Roots broken:**  Y  N    **Soil cracking:**  Y  N

**Compounding factors:** \_\_\_\_\_    **Lean severity:**  severe  moderate  low

CROWN DEFECTS: Indicate presence of individual defects and their rate severity (S=Severe, M=Moderate, L=Low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments				
Included bark				
Excessive and weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seams				
Decay				
Cavity				
Conks/mushroom/bracket				
Bleeding/sap/flow				
Loose/cracked bark				
Nesting hole/bee hive				
Deadwood/stubs				
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

**HAZARD RATING:**

**Tree part most likely to fail:** \_\_\_\_\_

**Inspection period:** \_\_\_\_\_ annual \_\_\_\_\_ biannual other: \_\_\_\_\_

**Failure potential + size of part + target rating + hazard rating**

\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_

Failure potential: 1 – low, 2 – medium, 3 – high, 4 – severe

Size of part: 1=<6”(15cm); 2=6”-18”(15-45cm); 3=18-30”(45-75cm); 4=>30”(75cm)

Target rating: 1 – occasional use; 2 – intermittent use, 3 – frequent use; 4 – constant use

**HAZARD ABATEMENT:**

**Prune:**  remove defective part  reduce end weight  crown clean

thin  raise canopy  crown reduce  restructure  shape

**Cable/Brace:** \_\_\_\_\_ **Inspect further:**  root crown  decay  aerial  monitor

**Remove tree:**  Y  N    **Replace:**  Y  N    **Move Target:**  Y  N    **Other:** \_\_\_\_\_

**Effect on adjacent trees:**  none  evaluate

**Notification:**  owner  manager  governing agency    **Date:** \_\_\_\_\_

**Comments:**