



STEPS FOR TYPE II TREE REMOVAL:

1. **Submit Request.** Submit the Type II Tree removal application at the Planning Counter on 2nd floor of City Hall and pay fees.
2. **Public Notice.** **Post the yellow sign provided by staff on the site next to a public street in a visible location and keep it in place until notified by City.** Tag the tree(s) with a yellow ribbon. This begins the 14-day comment period. During this period, staff notifies the applicable neighborhood association, collects public comments, and visits the site to evaluate the request.
3. **Tentative Decision.** After the comment period ends, you will receive an email or letter from staff with the decision (approve or deny). The decision will also be posted on the City's website. This begins the 7-day appeal period. Only the applicant, the site's neighborhood association, or those who submitted written comments can appeal. If no appeal is filed within 7 days, the decision is final (see Step 5).
4. **How to Appeal.** File notice with the City Recorder prior to appeal deadline and pay the fee. City staff will post a red appeal sign on the site with the location, time, and date of the hearing before the Development Review Commission. Both signs and the yellow ribbon on the tree(s) shall remain in place until the hearing is complete.
5. **Final Decision.** If the final decision is to approve the removal request, the permit is then issued. The permit can be picked up at City Hall. **Please bring back the notice sign(s) when you get the permit.** Remove the tree(s) within 60 days and plant the mitigation tree(s).

NOTES:

- **TREE(S) CANNOT BE REMOVED UNTIL THE APPLICANT RECEIVES THE YELLOW PERMIT CARD.**
- The Type II process takes approximately 3 weeks. The tree permit **cannot** be issued until the first business day following the end of the 7-day appeal period, or with the building permit if the tree removal is for development purposes.
- A **mitigation plan** must be finalized prior to permit issuance.

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