



STEPS FOR TYPE II TREE REMOVAL

1. **Submit Request.** Submit the Type II Tree removal application at the Planning Counter on the 3rd floor of City Hall and pay fees.
2. **Public Notice.** Post the yellow sign provided by staff on the site in front of the nearest public street in a visible location and keep it in place until notified by the 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 tentative decision (approve or deny). The tentative 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 the 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 and will mail a notice of the appeal to the applicant, neighborhood association, and anyone that submitted comments. 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 return the notice sign(s) when you get the permit.** The permit is valid for 60 days; however, a one-time 60-day extension will be granted upon request. Mitigation tree(s) must be planted prior to the expiration of the tree permit, except that extra time may be requested to avoid planting mitigation trees during the summer.
6. **Inspection of Mitigation.**

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.