

neighborhood

tree planting project



**Application
for
SITE
PERMIT
APPROVAL
&
CITY
PERMIT**

**T H E
APPLICATION
PROCESS**

A CHECKLIST

Congratulations on deciding to add trees to your neighborhood! To complete the process you have begun, fill out the application on the attached sheet, which requires the following steps:

- Determine the location and addresses of all the trees you want to plant. List all these addresses on the application.

- Obtain permission from each of the property owners (or from the property's manager if the property owner lives outside of Los Angeles) on whose property you want to plant a tree. List these property owners on the application, and get EACH property owner to sign a "Permission to Plant and/or Care for a Tree" form. (This form is enclosed with the application; you might need to make copies).

- Organize volunteers who will care for the trees after they are planted. If the person agreeing to care for the tree (water) agreeing to or allowing the tree planting, they must also sign the "Permission to Plant and/or Care for a Tree" form.

- Make a map, showing clearly the streets where you want to plant trees and the location of each tree to be planted. (You could make a copy of a street map and use colored pencils or a highlighter to mark the streets and the tree locations.) Attach the map to the application.

- Take 3-4 photographs of the street or streets where you want to plant trees. Mark the photographs to show their locations, and attach the photographs to the application.

- Make copies of your completed application and all the signed forms you have obtained and, keep for your records.

- Submit the application, with attached maps and photographs, and all the signed "Permission to Plant and/or Care for a Tree" forms, to:

**Department of Public Works
Bureau of Street Services**

**URBAN FORESTRY DIVISION
1149 S. Broadway, 4th Floor
Los Angeles, CA 90015**

After you have submitted the application, a City inspector will visit the site. The inspector will determine the kind and exact number of trees to be planted, and will mark the location of each tree.

Once the permit is issued you will begin organizing the actual planting. The Los Angeles Conservation Corps and TreePeople can help you with this planning.

**APPLICATION
FOR SITE APPROVAL
AND CITY PERMIT**

- **NAME OF GROUP THAT WILL OVERSEE TREE PLANTING:**
-

Address: _____

Person: _____

Telephone: _____

Signature: _____

Date: _____

Your application will be complete when you have the following:

- This completed form
- A signed "Permission to Plant/Care for a Tree" form for EACH property owner who will have a tree planted on his or her property
- A map of the area where you will plant trees
- Photograph(s) of the area where you will plant trees

I understand that if an "A" permit is required for cutting concrete, my group will be responsible for providing and installing-within 5 days of the tree planting-standard tree-well covers as per city specifications.

Signature

Submit the Completed application to:

**Department of Public Works
Bureau of Street Services**

**URBAN FORESTRY DIVISION
1149 S. Broadway, 4th Floor
Los Angeles, CA 90015
(213) 847-3077**

Be sure to keep a copy of all materials you submit!

<p style="text-align: center;">TREES List the address of each tree to be planted.</p>	<p style="text-align: center;">PROPERTY OWNERS List the name and phone number of the persons signing the "Permission to Plant and/or Care for a Tree."</p>



If you have any questions about filling out this form call the
Urban Forestry Division at (213) 847-3077.

Permission to Plant and/or Care for a Street Tree

I, _____, give my permission to have a tree planted/ agree
Name in print/Nobre del firmante en letras

to care for the tree in front of my house or property in public right-of-way.

I understand that the City of Los Angeles Department of Public Works manages the City's street trees and that the Department of Public Works will approve the type of tree and its exact placement.

I understand I will be required to water and care for the tree during its establishment period, estimated at 5 years from planting. The Bureau of Street Services of the City of Los Angeles will provide tree care guidelines to each street tree recipient.

Signed/Firmado: _____

Date/Fecha: _____

Printed name of signer/Nobre del firmante en letras:

Please check one/Por favor marque uno

Property owner/Dueno

Street Address to be planted/Direccion donde se plantara el arbol:

Property Manager

Tenant/Inquilino

Zip Code/Codigo Postal: _____

Telephone/Telefono: _____

Name and address of property owner/Nombre del dueno de la propiedad

S:Fact Sheets/Permission to Plant and Care for a Street Tree

Mail to: _____ _____ _____

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

A MAP

Make a map, showing clearly the streets where you want to plant trees and the location of each tree to be planted. (You could make a copy of a street map and use colored pencils or a highlighter to mark the streets and the tree locations.)

Attach the map here.

PHOTOGRAPHS

Take 3-4 photographs of the street or streets where you want to plant trees. Mark the photographs to show their locations.

Attach the photographs here.