



NON-SITE-SPECIFIC (YEARLY) TREE PERMIT APPLICATION INSTRUCTIONS

The purpose of the Alameda County Tree Ordinance is to: promote the health, safety and general welfare of the public; enhance the beauty of the environment; to establish standards and regulations for planting, maintaining, removing, protecting and to preserve all public trees and landscaping within the County right-of-way. In an effort to protect and maintain healthy trees the County requires that any person or utility proposing to prune, trim or perform any other maintenance on any or all trees located within the County right-of-way must obtain an approved Tree Permit. Permit requirements will be waived for minor pruning of branches one (1) inch in diameter or less.

Section 12.11.130.A of the Ordinance states the following: Unless excepted by the Director in writing in the encroachment permit or otherwise, the planting, maintenance or removal of any tree located in the County right-of-way for which an encroachment permit is required under this Chapter shall be performed by a contractor holding a valid license of the appropriate classification as described by the California Business and Professions Code (**BP 7026.1c**) and such other additional valid license(s) required under federal or State law to do the proposed work.

Yearly permits are available **for maintenance only** for qualifying contractors. If a contractor in possession of a yearly (non-site specific) permit is hired, the homeowner will not need to apply for a site-specific permit (avoiding the \$35 fee). Homeowners requesting the services of a contractor will be provided with a list of contractors currently holding annual permits with the County.

Annual Tree Permit Procedure

Please complete the required information on the Non-Site-Specific Tree Permit Application and submit by mail or in person with the accompanying \$250.00 fee. Permits will be reviewed by the County Arborist and mailed upon issuance to the address given on the permit.

Be sure to include a copy of your California State Contractor's License and proof of Arborist Certification.

Tree Maintenance Monthly Report

All contractors in possession of a Yearly Non-Site-Specific Maintenance Permit will be required to submit a monthly report to the County on the last day of each month. If no work was performed the permittee shall notify the Public Works Agency that no work was performed during that time period.

For your convenience the Agency has supplied a report form that can either be mailed to 951 Turner Ct. Hayward, Ca 94545 or faxed to (510) 670-5251, Attn. Tree Program.

NON-SITE-SPECIFIC (YEARLY) TREE PERMIT APPLICATION (Tree Maintenance Only)

COUNTY OF ALAMEDA PUBLIC WORKS AGENCY
399 Elmhurst St., Hayward, CA 94544 * Phone: (510) 670-5500 * Fax: (510) 670-5251



Applicable Fee: \$ <u>250.00</u> <small>(Fees are non-refundable)</small>
Date Paid:

Permit Number:
Permit Issuance Date:
Permit Expiration Date:

Contractor Information

Company Name:
Owner/Contact Name:
Company Address:
Phone Number:

Fax Number:
Contact Number:
Email Address:
Contractor's License #:
Certified Arborist #:

County Arborists maintain the authority to monitor and inspect work to insure compliance with the Alameda County Tree Ordinance (Sec. 12.11.220A)

All tree work is to be done in accordance with the *International Society of Arboriculture Tree Pruning Guidelines* (ISA, 1995) and the *Standard Practices for Tree Care Operations: Tree, Shrub, and other Woody Plant Maintenance* (ANSI A300-1995) and must be performed by a licensed contractor. Tree topping or "heading back" a street tree is not permitted under the Alameda County Tree Ordinance (Sec. 12.11.120A).

I agree to furnish to the Public Works Agency a monthly report signed by an authorized agent of the contractor regarding that work. The report shall contain the following information:

- 1. The property address where the work was performed;**
- 2. The name, address and phone number of the property owner;**
- 3. If different than (2) above, the name, address and phone number who retained the contractor; and,**
- 4. A detailed description of the maintenance work performed including, by way of example, the number and type of trees maintained.**

The report shall be provided to the Public Works Agency on the last day of each month unless no permitted work has been performed in the preceding 30 day period, in which case the permittee shall notify the Public Works Agency that no work was performed in that time period.

This permit shall be valid for a period of one year from the date of issuance.

I agree to comply with all of the provisions, conditions, and other requirements of this Permit:

Signature of Applicant: _____

