



# CITY OF BIG BEAR LAKE *California*

## TREE REMOVAL PERMIT FILING REQUIREMENTS AND REVIEW INFORMATION

### PURPOSE

1. A tree removal permit is required pursuant to [Big Bear Lake Municipal Code 17.10.060](#) ("Tree Removal Permit"), Paragraphs A-D, in cases where there is no construction or development proposed involving other plan reviews, permits or approvals, but the property owner desires to remove one or more trees twelve (12) inches or greater in diameter at breast height (DBH).
2. A tree removal permit application is not required in cases where the Big Bear Fire Authority, California Department of Forestry, or a qualified tree expert provides a written determination to the City that trees should be removed, pursuant to Paragraph F of the "Tree Removal Permit" section.

### APPLICATION/PLAN SUBMITTAL

1. In order to start the tree removal permit process, the property owner or designated representative must submit the required items to the Planning Division. The public counter is open Monday through Friday from 8:00 AM to 5:00 PM.
2. The applicant for a tree removal permit shall provide the following information with the application:
  - Application form, filled out, and signed;
  - The required fee as established by City Council;
  - Proof of property ownership, or permission of the property owner to remove the tree(s); (affidavit attached);
  - A description or diagram of the number, general location, diameter at breast height (4.5 ft. above grade), species, and general condition of each tree proposed for removal, and of each tree twelve (12) inches or greater located within ten (10) ft. of any tree proposed for removal;
  - Photographs of each tree proposed for removal.
3. Tree permit applications are reviewed by the Planning Division, with no public notice to adjacent property owners. Based on the completeness of information provide, the permit can generally be processed within five working days.
4. Conditions of approval may be applied to the permit to ensure compliance with the Tree Conservation Ordinance, which may include necessary measures to protect other trees on the site, and/or planting of replacement trees.
5. Approval of a tree removal permit may be granted only if the required findings can be made, pursuant to Big Bear Lake Municipal Code 17.10.060 ("Tree Removal Permit"), Paragraph C.
6. After approval or denial of the tree application, the applicant or any other party may appeal the Planning Division decision to the Planning Commission upon submittal of an appeal application and the required fee. Appeals must be received no later than the eleventh business day following the date of the Planning Division's notification of approval or denial.



# CITY OF BIG BEAR LAKE *California*

## TREE REMOVAL PERMIT APPLICATION

STAFF USE ONLY					
FILING DATE:		FILE #:		RECEIVED BY:	
TOTAL FEES PAID:		RECEIPT #:		ASSIGNED TO:	

**\* APPLICATIONS ACCEPTED MONDAY - FRIDAY 8:00 am – 4:00 pm \***

PROPERTY INFORMATION			
ADDRESS/LOCATION:			
ASSESSOR'S PARCEL NUMBER(S):		ZONING DESIGNATION:	
NUMBER OF TREES PRIOR TO REMOVAL*:			
NUMBER OF TREES PROPOSE TO BE REMOVED*:			
<small>*Development Code <a href="#">Section 17.10.060</a> states, "... in cases where there is no approval of a discretionary project or a ministerial project, but where removal of one or more trees twelve (12) inches or greater DBH is proposed, the property owner or authorized representative shall be required to obtain a tree removal permit from the City of Big Bear Lake)."</small>			

APPLICANT			
NAME/TITLE:			
BUSINESS NAME: (if applicable)			
MAILING ADDRESS:			
PHONE # :		E-MAIL:	
SIGNATURE :		DATE:	

REASON(S) FOR REMOVAL

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)			
NAME/TITLE:			
MAILING ADDRESS:			
PHONE # :		E-MAIL:	

## SITE PLAN

***Please show:***

1. North arrow; approximate scale; property lines; location of existing structures and/or streets in vicinity of proposed tree removal;
2. Location; size; and species of all trees to be removed, and any trees located within ten (10) feet of trees to be removed;
3. Clearly indicate which trees are proposed for removal, and which trees will remain;
4. Any other information that will assist staff in reviewing the application (use back of sheet if necessary).

<b>APPLICANT AFFIDAVIT</b>			
I certify that I am the duly authorized applicant/representative for the project herein described and that the information provided is true, accurate, and complete to the best of my knowledge and belief. I understand that in order for this application to be considered a complete submittal, all of the information required must be submitted. I further understand that the formal review period for the project will not commence unless and until the application is deemed complete.			
APPLICANT'S SIGNATURE:			
TYPE OR PRINT NAME:			
DATE:			
<b>OWNER AFFIDAVIT</b>			
I (we) being property owner(s) of the property herein described, and state as follows:			
APN #:			
ADDRESS:			
LEGAL DESCRIPTION:			
<ol style="list-style-type: none"> <li>1. That I am (we are) the owner(s) of the subject property described above;</li> <li>2. That I am (we are) aware of the project being proposed on said property;</li> <li>3. That the applicant/representative whose name is so affixed to the application is the duly authorized representative of the project;</li> <li>4. I am (we are) aware that there may be conditions of approval imposed upon the project, and I (we) agree to abide by the required conditions.</li> </ol>			
OWNER'S SIGNATURE:		DATE:	
OWNER'S TYPED/PRINTED NAME:			
OWNER'S SIGNATURE:		DATE:	
OWNER'S TYPED/PRINTED NAME:			

**\* ALL SECTIONS MUST BE COMPLETED. PARTIALLY COMPLETE APPLICATIONS WILL NOT BE ACCEPTED \***

Form Reference TRP20210914

**FOR STAFF USE ONLY**

**TREE REMOVAL PERMIT # \_\_\_\_\_**

The tree removal is reasonable and beneficial because such removal conforms to policies of the general plan and this chapter, and promotes public health, safety and welfare; because:

The tree removal will not substantially diminish the overall forest canopy within the vicinity or significantly change the character of the site from that of a mountain environment, such that the purpose and intent of this chapter as set forth in [Section 17.10.010](#) can be met on the site if the permit is granted; because:

The tree removal will not affect an eagle perch tree; because:

A replacement tree has  has not  been required, because:

**STAFF DETERMINATION**

**PERMIT APPROVAL (SEE CONDITIONS BELOW)**

**PERMIT DENIAL**

**CONDITION(S) OF APPROVAL:**

PLANNER:

PLANNER SIGNATURE:

DATE: