

**City of Ojai  
Public Works Department  
Tree Permit Application Instructions**



**Tree Permit Ordinance:**

Prior to completing this application the applicant should review the Tree Preservation Ordinance (Sec. 4-11.01 through Sec. 4-11.13) of the Ojai Municipal Code, adopted September, 1999 by the Ojai City Council. The following items and information must be submitted to obtain a tree permit in the City of Ojai. Oak, Sycamore, Heritage, and Mature Trees. A permit is required for removal and relocation, or for trenching, grading, and construction activities in the dripline, of any of the above mentioned trees. In some cases, a permit is also required for pruning.

**Tree Permit Requirements and Instructions:**

**1. Complete Application**

Fill out the fillable sections, permittee acknowledging the Tree Preservation Ordinance, and permittee sign the permit application.

**2. Photographs and Site Plan**

Provide photographs and a site plan of the tree in question. The site plan does not have to be professionally drawn, but it should include enough information to determine the location of trees in relations to the structures, to evaluate the potential impact of any construction.

**3. Arborist Report**

This application shall be accompanied by an arborist report prepared by an arborist certified by the International Society of Arboriculture (ISA). The arborist report shall include an assessment of the health of the affected tree(s) and recommended mitigation measures and/or conditions of approval. The report should also note if there are active birds nests observed in the tree. The arborist's report shall include a monetary valuation of the tree using the ISA's method for appraising trees. The arborist who prepares the report shall not participate in or profit from the removal, destruction or relocation of the tree. If the report determines that the tree is hazardous or in a serious state of decline due to pest infestation or other cause by no fault of the owners, the permit fee shall be waived by the City. In addition, no replacement mitigation shall be required.

The report shall list each of the oak, sycamore, heritage and mature trees located on the site, show their location on a development plan and recommend a program for protecting the trees prior to, during and after construction. The tree protection plan may include such things as the installation of fencing around drip lines, the application of mulch or wood chips in sensitive areas, restrictions on construction, trenching and/or grading within the drip line area and other mitigations and conditions designed to protect the entire tree and its root system.

**4. Nesting Season**

In order to avoid impacts to nesting raptors and other birds, tree removal should be timed to avoid bird nesting season (typically February 1st through August 31<sup>st</sup>).

**5. Fees**

The fee is calculated based on the type of work, see Fee Schedule. Each permit has an issuance fee. Methods of payment accepted: cash, check, Visa or MasterCard. Note the credit card holder will need to speak with cashier for payment processing.

Upon approval of the above 1-4 requirements, the fee is paid at permit issuance.