



Planning, Building and  
Code Enforcement

# TREE REMOVAL ON PRIVATE PROPERTY PERMIT APPLICATION

The residents of San José value trees and require their removal to be regulated as expressed in [Municipal Code 13.32](#). If you have questions:

- **For trees on private property**, call a City Planner at **408-535-3555**; press 1 and then press 1 again during the phone service hours at [www.sanJoseca.gov/Planning](http://www.sanJoseca.gov/Planning).
- **For street trees, heritage trees, or trees on public property**, call the City Arborist at **408-794-1901** or email [arborist@sanJoseca.gov](mailto:arborist@sanJoseca.gov)
- **For a code violation pertaining to trees**, contact the Code Enforcement Division at **408-535-7770**

Para información en español, comuníquese con un Planificador de la ciudad al **408-793-4100**

Để được hỗ trợ, nói chuyện với Người lập kế hoạch thành phố tại **408-793-4305**.

## INSTRUCTIONS

Instructions vary according to the type of property and condition of the tree. Please carefully read this application.

## WHEN IS A PERMIT NEEDED?

A permit is needed to remove a tree if the tree is:

- a street tree or a heritage tree;
- an ordinance-size tree, regardless of condition, on single-family/duplex properties; or
- a tree of any size on multifamily, commercial, or industrial properties.

► **If none of these conditions apply, you can remove the tree without a permit.**

## STREET TREES

Street trees are located in the public right-of-way between the curb and sidewalk. In some areas, the public right-of-way may be up to 12 feet from the curb.

The City's Department of Transportation (DOT) provides no-cost permits for pruning street trees and oversees

Example of a street tree



their removal. It is illegal to prune or remove a street tree without a permit; fines up to \$15,000 per tree may apply. Get a permit for street trees at DOT's [Street Trees and Permits web page](#).

## HERITAGE TREES

A heritage tree is unique for its history, size, or species. It is illegal to prune or remove a heritage tree without first consulting the City Arborist and obtaining a permit; fines up to \$30,000 per tree may apply. Visit the [Heritage Tree Map](#) or contact the City Arborist to determine if your tree is a heritage tree.

## ORDINANCE-SIZE TREES

An ordinance-size tree is:

- *Single Trunk* - 38 inches or more in circumference at 4 ½ feet above ground; or
- *Multi-trunk* - The combined measurements of each trunk circumference (at 4 ½ feet above ground) total 38 inches or more.

Example of a heritage tree



A permit application to remove a tree will be considered for approval if it can be verified that the tree is:

- an imminent hazard;
- dead, dying, or diseased;
- unsuitable; or
- restricts economic development or the proposed improvement of a parcel.

### REMOVAL OF IMMINENT HAZARD TREES

An imminent hazard is a condition that presents an immediate threat to health, safety or general welfare of persons, property, or general public which requires immediate action to abate. **IMPORTANT:** You must obtain a report signed by a certified arborist deeming the tree as an imminent safety hazard.

#### Process

If the imminent hazard tree is also a street or heritage tree, immediately call the City Arborist at 408-794-1901.

If the tree is of any size on multifamily, commercial or industrial property or is ordinance-size on single-family or duplex property, follow these steps:

- For fastest processing, submit the application (page 5) with fee payment at the City Hall Permit Center during the service hours outlined under Imminent Hazard on the [Tree Removal webpage](#). This will be processed with an Unsuitable Tree fee (page 3).
- A signed certified arborist report is required.
- If approved, a same-day tree removal permit will be issued over-the-counter.

### REMOVAL OF DEAD, DYING OR DISEASED TREES

Trees that are dead or dying are those that lack enough live branches or green leaves to sustain life (not simply dormant) and may qualify for removal.

#### Process

- Submit the application (page 5) with fee payment.
- A signed certified arborist report is required.
- The Department Director or designee evaluates the application and makes a final decision (no appeals). There is no public notice or Director Hearing.

### REMOVAL OF UNSUITABLE TREES

Trees may be deemed unsuitable if any of the following conditions apply:

#### *On single-family/duplex properties (ordinance-size only):*

- Tree trunk is 5 feet or less from the existing residence, secondary unit or garage.
- Tree trunk is 5 feet or less from the centerline of a below-ground utility line or pipe.

- Tree is on the City's List of Unsuitable Trees, which are species identified as being unsuitable for single-family and duplex lots; the list does NOT apply to street trees or trees on multifamily or commercial/industrial properties. The list includes:
  - Eucalyptus
  - Liquidambar
  - Pine
  - Tree of Heaven
  - Tulip tree
  - Palm tree (except in Palm Haven Conservation Area)

#### *On multifamily properties:*

- The tree trunk is 5 feet or less from the existing multifamily residential building.
- The tree trunk is 5 feet or less from the centerline of a below-ground utility line or pipe.

#### *On commercial/industrial properties:*

- The tree trunk is 5 feet or less from the centerline of a below-ground utility line or pipe.

#### Process

- Submit the application (page 5) with fee payment. As applicable, be sure to show a tape measure in submitted photographs to show the distance of the tree trunk to a building or utility line.
- The Department Director or designee reviews the application and makes a decision; no appeal is allowed. No public notice or Director's Hearing is required.

### REMOVAL OF LIVE TREES

Removing a live ordinance-size tree for reasons other than disease or unsuitability, such as for enabling development of a property, requires a clear case and more evaluation.

#### Process

- Submit the application (page 5) with fee payment.
- A signed, certified arborist report is required unless the trees proposed for removal are within five feet of a proposed building.
- The Department Director or designee evaluates the application and makes an initial decision.
- The City will mail notices to adjacent properties to allow for a 10-day public notice period. If requested during this period, a Director Hearing will be held; otherwise, the initial decision is final.

### REPLACEMENT TREES ARE REQUIRED

Any ordinance-size tree that is removed must be replaced:

- **Single-family/duplex lots:** Replace with minimum 15-gallon tree.

- **Other properties:** Contact the Planning Division for information about replacement trees.

### ***In-Lieu Fee Option***

If you are unable to replace the tree on-site, you may instead pay an in-lieu fee to the City of San José; the City will then plant a replacement tree on a different site within San José. Please see the [Planning Fee Schedule](#) for the off-site tree replacement fee.

## **TREE REMOVAL ON MULTIFAMILY, COMMERCIAL AND INDUSTRIAL PROPERTIES**

On these types of properties, removing a tree of any size requires a permit.

### ***Process***

#### **For Ordinance-Size Trees**

- Submit the application (page 5) with fee payment.
- Include the original landscape plan.

#### **For Non-Ordinance-Size Trees**

- Complete a [Permit Adjustment Application](#) instead of this application.
- Contact a planner at 408-535-3555 if you have questions about tree removal.

## **FEES**

Fees cover the review of the application, electronic exemption, public noticing, and a General Plan update fee. Additional fees may apply based on the number of public notices sent out. Fees shown here are as of the date of this form. Check current fees at [www.sanjoseca.gov/Planning Fees Schedule](#).

## **Permit Fee for Unsuitable (including Imminent Hazard) or Dead Tree Removal**

- \$268 for one tree
- \$33 for each additional tree

## **Permit Fee for Live Tree Removal**

- \$2,506 for single-family/duplex properties.
- \$2,866 for all other types of properties.

Contact a planner (see page 1) if you need help calculating estimated total fees.

## **HOW TO SUBMIT**

- **By email:** You may email your application (attach all files as PDFs) to [ZoningQuestions@sanjoseca.gov](mailto:ZoningQuestions@sanjoseca.gov).
- **Virtual or In-Person Appointment:** Use either the virtual or in-person appointment link for Tree Removal at [www.sanjoseca.gov/PlanningAppointments](http://www.sanjoseca.gov/PlanningAppointments). For a virtual appointment, be ready during the appointment to email all documents and photos saved as PDF files.

## **WHAT TO SUBMIT**

- **This application**, completed and signed.
- **A site plan.** See example on page 4.
- **Photograph/s.** For each tree proposed for removal, provide a clear color photo of the entire tree, printed or mounted on 8½ x11" paper. If seeking to remove a tree that is 5' or less from a building, show a tape measure in the photo, extending from trunk to the building.
- **Non-refundable fee.** See payment methods at [www.sanjoseca.gov/PlanningApplications](http://www.sanjoseca.gov/PlanningApplications).
- **Licensed arborist's report if required.** See page 2 for when a signed, certified report is required. Visit [TreesAreGood.org](http://TreesAreGood.org) for help finding a licensed arborist.

## **EXAMPLE OF TREE DESCRIPTION TABLE**

This example table shows how to complete Section 3 of the Tree Removal Application (page 5).

- Circumference - Measure at 4 ½ feet above ground.
- Distance to Trunk - Leave blank unless you are showing the distance of trunk to a structure or utility line.

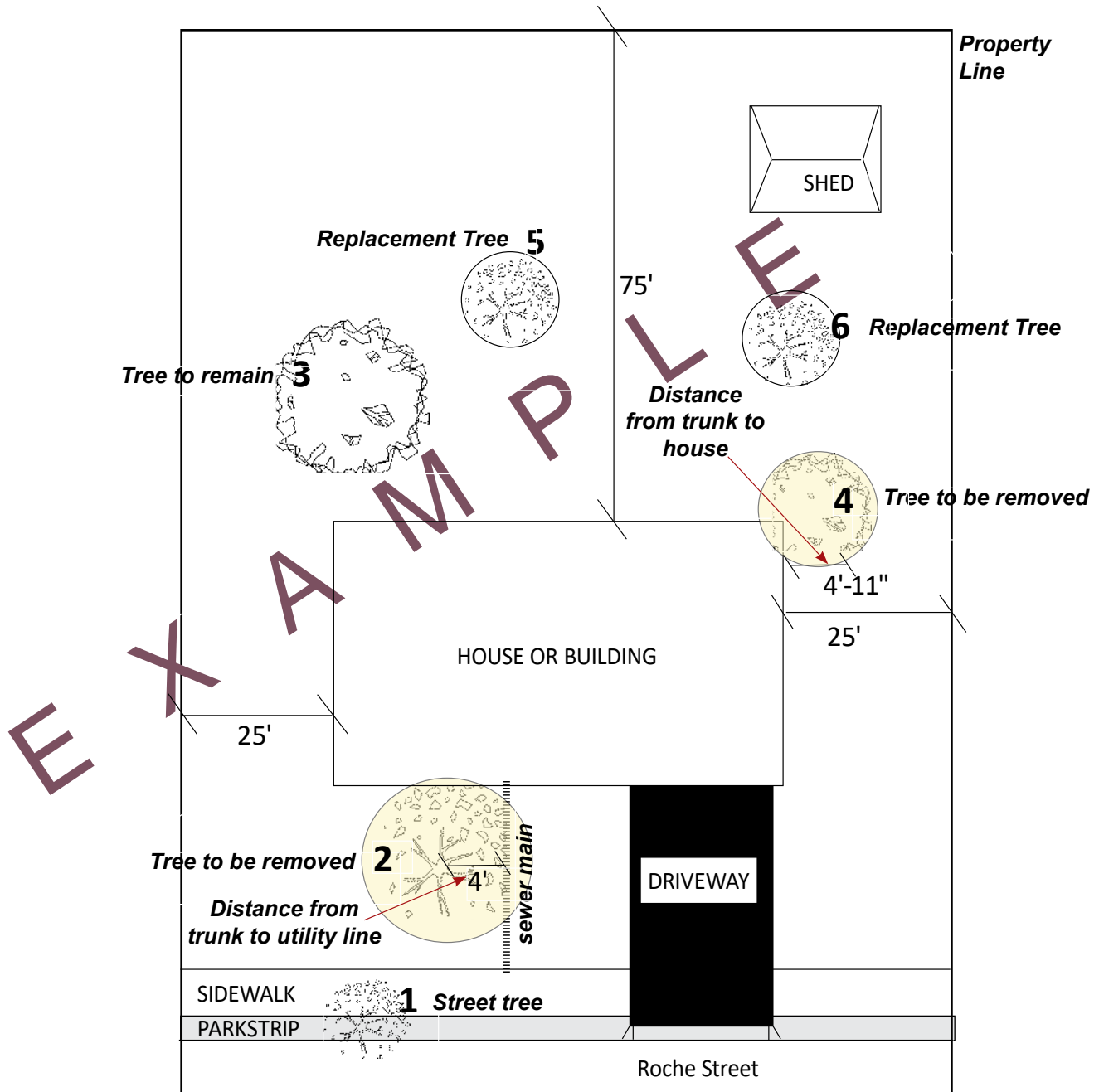
ALL TREES ON SITE		DESCRIBE REASON FOR REMOVAL OR REPLACEMENT TREE	TREES TO BE REMOVED		
List species of each tree. Show corresponding # on Site Plan.	Remove, Remain or Replacement?		Circumference inches	Distance to Trunk feet-inches	List birds or animals living in tree if any
1. Birch, street tree	remain				
2. Sycamore	remove	Anthraco nose disease, roots are wrapping sewer line	60"	4'	birds
3. Crape Myrtle	remain				
4. Palm	remove	Unsuitable species, too close to house	59"	4' 11"	squirrels
5. Crape Myrtle	replacement	15-gal. tree to replace Tree #1-Sycamore on Site Plan			

**SITE PLAN INSTRUCTIONS**

A Site Plan must accompany your application. Use an 8.5x11" sheet and draw your property site, using the example below to guide you. Show:

- Property lines
- All structures to scale
- All trees, labeled
- Street name

**EXAMPLE SITE PLAN**



Staff will assign FILE #

This is a computer-fillable PDF form. Follow instructions for [Digital Forms & Signatures](#).

## TREE REMOVAL PERMIT APPLICATION FORM

### 1. PROPERTY AND CONTACT INFORMATION

ASSESSOR'S PARCEL NUMBER

PROPERTY ADDRESS: **1290 Ridder Park Drive, San Jose, CA 95131**

THE PROPERTY IS **CHECK ALL THAT APPLY:**  SINGLE-FAMILY  DUPLEX  MULTIFAMILY  
 COMMERCIAL or MIXED USE  INDUSTRIAL  PRIVATE LOT  CORNER LOT

NAME	MAILING ADDRESS	EMAIL/PHONE
PROPERTY OWNER: Santa Clara County Office of Education Stephanie Gomez, Assistant Superintendent	1290 Ridder Park Drive San Jose, Ca 95131	EMAIL: <a href="mailto:SGomez@sccoe.org">SGomez@sccoe.org</a> PHONE: (408) 453-6519
CONTACT IF DIFFERENT FROM OWNER: Sam Hagler, Maintenance Supervisor	1290 Ridder Park Drive San Jose, Ca 95131	EMAIL: <a href="mailto:SHagler@sccoe.org">SHagler@sccoe.org</a> PHONE: (408) 453-6915

• SIGNATURE of Property Owner:

DocuSigned by:  
*Stephanie Gomez*  
57A3D257179141A...

DATE (MM/DD/YEAR): 4/12/2023 | 2:36 PM

[A Digital ID Signature](#) is required. By signing this application, you acknowledge that you are the property owner, the legally authorized agent of the property owner, a qualified tenant, or other signatory as allowed by [San José Municipal Code Section](#)

### 2. TREE EVALUATION

Question	Answer	FOR CITY USE ONLY
a. How many trees in total are on the property?	180 est.	<input type="checkbox"/> LIVE <input type="checkbox"/> DEAD <input type="checkbox"/> UNSUITABLE
b. How many trees do you plan to remove?	43, 39 ordinance sized	File#:
c. Is any tree proposed for removal on the City's Heritage Tree List? (page 1)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Prior File#:
<b>Of the trees you plan to remove:</b>		District:
d. How many are an imminent hazard?	0	Gross Acres:
e. How many are diseased?	0	By:
f. How many are dead or dying?	43	Date:
g. How many are 5 feet or less from a dwelling or building?	0	Notes:
h. How many are 5 feet or less from center of an underground utility line?	0	
i. How many are on the City's Unsuitable Tree Species List (see page 2)	0	

### 3. TREE DESCRIPTION TABLE **SEE EXAMPLE ON PAGE 3. COPY TO ANOTHER SHEET IF MORE THAN 5 TREES.**

ALL TREES ON SITE		DESCRIBE REASON FOR REMOVAL OR REPLACEMENT TREE	TREES TO BE REMOVED		
List species of each tree. Show corresponding # on Site Plan.	Remove, Remain or Replacement?		Circumference inches	Distance to Trunk feet-inches	List birds or animals living in tree if any
1.					
2.		see attached sheet			
3.					
4.					
5.					

non ordinance  
size

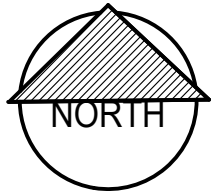
TREE #	CIRCUMFERENCE	HEIGHT	HEALTH
2	87 inches	40 feet	Dead
3	55 inches	40 feet	Dead
4	77 inches	40 feet	Dead
5	65 inches	40 feet	Dead
6	78 inches	45 feet	Decline
7	74 inches	40 feet	Dead
8	50 inches	40 feet	Dead
9	64 inches	40 feet	Decline
11	67 inches	40 feet	Dead
12	61 inches	40 feet	Dead
13	61 inches	40 feet	Dead
14	89 inches	40 feet	Decline
15	68 inches	40 feet	Dead
16	44 inches	35 feet	Decline
18	42 inches	30 feet	Decline
19	81 inches	45 feet	Decline
20	92 inches	45 feet	Decline
21	63 inches	45 feet	Dead
22	66 inches	45 feet	Decline
23	64 inches	45 feet	Decline
24	64 inches	45 feet	Dead
25	67 inches	45 feet	Decline
26	72 inches	45 feet	Decline
27	41 inches	15 feet	Poor
28	63 inches	35 feet	Decline
29	69 inches	35 feet	Dead
30	64 inches	35 feet	Dead
31	80 inches	35 feet	Dead
32	87 inches	35 feet	Dead
33	66 inches	35 feet	Dead
34	61 inches	35 feet	Dead
35	76 inches	35 feet	Dead
36	73 inches	35 feet	Dead
37	77 inches	35 feet	Dead
39	90 inches	45 feet	Decline
40	80 inches	45 feet	Decline
41	76 inches	45 feet	Decline
42	68 inches	45 feet	Decline
43	68 inches	45 feet	Decline

**TREE LIST, SEE ARBORIST REPORT FOR  
MORE INFORMATION**

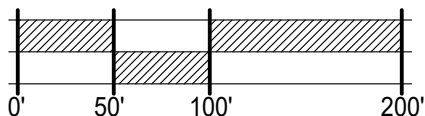
# SITE PLAN



NOTE:  
 NUMBERED KEY NOTE CORRESPONDS  
 TO ARBORIST REPORT INCLUDED IN  
 THIS SUBMITTAL (\*) ASTERISK  
 INDICATES TREE THAT IS NOT  
 ORDINANCE SIZE



SCALE: 1" = 100'-0"



**MITIGATION/REPLACEMENT TREES**

BOTANICAL NAME	COMMON NAME	QTY	SIZE
ARBUTUS 'MARINA'	MARINA STRAWBERRY TREE	18	24" BOX
ARBUTUS UNEDO	STRAWBERRY TREE	37	24" BOX
TRISTANIA LAURINA	WATER GUM	43	24" BOX
<b>TOTAL</b>		<b>98</b>	<b>24" BOX</b>

(39) ORDINANCE SIZED TREES ARE PROPOSED TO BE REMOVED



## Serrano's Expert Tree Service, Inc.

A Full Service Tree & Plant Health Care Company

# Arborist Report

October 24, 2022

Santa Clara County Office of Education  
1290 Ridder Park Drive  
San Jose, CA 95131

In June of 2022 I was asked by Sam Hagler to inspect and give my opinions on the conditions of the trees located on the grounds of 1290 Ridder Park Drive in San Jose. My recommendations are as follows:

Several years ago the SCCOE switched from the city water supply to reclaimed water to irrigate their landscape. Reclaimed water has a high concentration of salt and is very bad for Redwood trees. It causes the tree to decline and results in the death of these trees. The (43) trees along the green belt around 1290 Ridder Park have succumbed to the high salt index in the water and are either in severe decline or are dead.

I recommend that these trees be removed and replaced with a species more tolerant to the site conditions. No bird or mammal colonies were observed living in these trees.

I hope these observations aid in the decisions regarding the trees on this property. Please feel free to contact me with any questions.

Sincerely,

David Wood Owner/Arborist  
Serrano's Expert Tree Services, Inc.  
ISA Certified Arborist WE-6960-A  
ISA Certified Tree Worker #472  
Qualified Applicators License QAL 117017  
[davidwood@serranotrees.com](mailto:davidwood@serranotrees.com)  
Office: (408)269-8756

110 Oak Rim Court STE 56  
Los Gatos, California 95032  
(408) 269-8756



TREE #	CIRCUMFERENCE	HEIGHT	HEALTH
1	12 inches	20 feet	Dead
2	87 inches	40 feet	Dead
3	55 inches	40 feet	Dead
4	77 inches	40 feet	Dead
5	65 inches	40 feet	Dead
6	78 inches	45 feet	Decline
7	74 inches	40 feet	Dead
8	50 inches	40 feet	Dead
9	64 inches	40 feet	Decline
10	36 inches	30 feet	Decline
11	67 inches	40 feet	Dead
12	61 inches	40 feet	Dead
13	61 inches	40 feet	Dead
14	89 inches	40 feet	Decline
15	68 inches	40 feet	Dead
16	44 inches	35 feet	Decline
17	33 inches	20 feet	Decline
18	42 inches	30 feet	Decline
19	81 inches	45 feet	Decline
20	92 inches	45 feet	Decline
21	63 inches	45 feet	Dead
22	66 inches	45 feet	Decline
23	64 inches	45 feet	Decline
24	64 inches	45 feet	Dead
25	67 inches	45 feet	Decline
26	72 inches	45 feet	Decline
27	41 inches	15 feet	Poor
28	63 inches	35 feet	Decline
29	69 inches	35 feet	Dead
30	64 inches	35 feet	Dead
31	80 inches	35 feet	Dead
32	87 inches	35 feet	Dead
33	66 inches	35 feet	Dead
34	61 inches	35 feet	Dead
35	76 inches	35 feet	Dead
36	73 inches	35 feet	Dead
37	77 inches	35 feet	Dead
38	36 inches	35 feet	Dead
39	90 inches	45 feet	Decline
40	80 inches	45 feet	Decline
41	76 inches	45 feet	Decline
42	68 inches	45 feet	Decline
43	68 inches	45 feet	Decline