



City of Del Mar
Department of Planning and Community Development
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Del Mar, CA 92014

Phone: 858-755-9313 Fax: 858-755-2794
Hours: M-TH 1:00 pm – 5:30 pm
FRI 1:00 pm – 4:30 pm
www.delmar.ca.us

TREE REMOVAL PERMIT

An applicant's guide to the process

The following information is intended to provide information on the City of Del Mar's process for review of the Tree Removal Permit. Please contact the Planning Department to obtain any additional information.

PURPOSE

The City of Del Mar Community Plan has, as one of its major goals, the preservation of trees and natural vegetation. Two species, the Torrey Pine (*Pinus torreyana*) and the Monterey Cypress (*Cupressus macrocarpa*), along with all tree species located within the Central Commercial (CC) Zone, Public lands, and the environmentally sensitive Open Space (OS) Overlay Zone are of particular significance to the City. The Community Plan goal is reflected in City ordinances which require the receipt of a Tree Removal Permit prior to removal of a Torrey Pine or Monterey Cypress anywhere in the City. The removal of any tree in the CC Zone, Public lands, or the Open Space Overlay Zone is also subject to the permit requirements. The applicable City Ordinances provide for a limited number of exceptions to the permit requirements. As a special note, any tree located on any Public land requires the issuance of a separate Encroachment Permit.

PROCESS

Step 1 - Pre-application Conference

In order to process your application for a Tree Removal Permit most effectively, a pre-application conference with a member of the Planning Staff is highly recommended. The applicant and/or applicant's representative should bring in any information available on the site in question, including, but not limited to, plans or sketches and information about the size and health of the trees.

Step 2 - Filing of Application

Applications may be filed Monday through Friday between the hours of 1:00 p.m. to 4:00 p.m. Planning Staff will review each application for completeness. For an application to be accepted, it must contain all information listed below. Incomplete submittals will not be accepted. Please note that a submitted application is a matter of public record. Therefore, any portion of the application, including plan sets, may be re-produced and distributed to City Staff, other discretionary bodies, and the general public for use in reviewing the project proposal.

Required submittal items:

1. Completed and signed application form.
2. Submit application fee
3. One (1) 8-1/2" x 11" plot plan drawn accurately and to scale, containing the following information (see example attached to application):
 - Scale and north arrow (north at top of page).
 - Existing and proposed structures on the property.
 - Property lines.
 - Location and species of all existing trees on the site. Include those to be retained as well as those to be removed.
4. If tree is diseased, a written statement prepared by a licensed arborist stating the nature and extent of the disease.*

*Additional information in the form of a report from a qualified, professional arborist selected and employed by the City may be required. In such cases, the applicant will be required to submit sufficient funds to the City for reimbursement of the costs incurred.

TIME FRAME

The Planning Manager will approve, approve with conditions, or deny the Tree Removal Permit application. Any permit granted shall be valid for a period of 180 days. One 180-day extension may be granted at the applicant's request. The Planning Manager or appointed representative shall immediately provide notice to the adjacent property owners that a Tree Removal Permit has been approved. If a Tree Removal Permit is denied, notice shall be immediately provided to the applicant.

APPEAL PERIOD

The decision of the Planning Manager is final unless a written appeal is filed with the City Clerk, accompanied with a processing fee, within ten (10) working days from the date of notice of the action taken on the application. An approved permit shall not be valid until proper noticing and the 10-day appeal period has expired. The appeal is then forwarded to the City Council, which determines at the *Initial Consideration* whether to reject the appeal, thereby upholding the Planning Director's decision, or to set the matter for a subsequent date for a new (*de novo*) public hearing review. If a *de novo* public hearing is set by the City Council, an additional fee will be required.

PERMIT EXPIRATION

An approved Tree Removal Permit will become null and void if not exercised and "vested" within the time specified in the permit. The specifications for implementing a substantial amount of work to vest a permit are identified in the Municipal Code.