



Los Angeles County
Department of Regional Planning

Planning for the Challenges Ahead



OAK TREE PERMIT (WITH PUBLIC HEARING) CHECKLIST

An appointment is required to submit the application. Please call (213) 974-6438 to schedule. Incomplete applications will not be accepted.

- 1. Fees for Oak Tree Permit (with public hearing) and Site Plan Review required (cash, check, or money order only). Make checks payable to Los Angeles County.
- 2. Zoning Permit Application (completely filled out).
- 3. Burden of Proof.
- 4. Copy of the USGS Quad Sheet (with the site highlighted) for projects in rural areas or a copy of the Thomas Guide page for projects in urban areas.
- 5. 500' Radius Ownership Map at 1"=100' scale (keyed to ownership list). *
- 6. Property owner's names & addresses on gummed labels (2 sets) and one photocopy of list (keyed to ownership map).
- 7. Certified Property Owner's List Affidavit.
- 8. Six (6) blank copies of the 500-foot Radius Vicinity Map drawn to 1" = 100' scale.
- 9. Seven (7) copies of a 500-foot Radius Land Use Map (drawn to 1" = 100' scale) with a legend indicating the surrounding land uses.
- 10. Six (6) sets of plans: each set must include a site plan, floor plan, and elevations drawn to scale (for example 1/8"=1') on paper approximately 2' x 4' in size. Each set must be stapled and folded separately to fit into an 8 1/2" X 14" folder. The plans must clearly depict the protected zones of any oak trees and the distance from the protected zone to any structure. (A protected zone is defined as the area within five (5) feet of the dripline of an oak tree and 15 feet from the trunk of the oak tree. The more restrictive measurement shall apply. Show the true dripline of the oak trees and not just a circle. (see oak tree diagram attachment for instructions).
- 11. Two (2) Oak Tree Reports prepared by an oak tree consultant, as deemed acceptable by the Director and County Forester & Fire Warden.
- 12. At least six (6) different printed color photographs (no aerial photos) of the entire subject property AND area proposed for development within the property. Include a photo key and location of subject photos.
- 13. Ownership and Consent Affidavit.

* BE ADVISED THAT A 1,000 FOOT ADVERTISING RADIUS IS REQUIRED IN CERTAIN AREAS. THESE AREAS INCLUDE **AVOCADO HEIGHTS**, **WORKMAN MILL**, **SOUTH SAN GABRIEL**, AND THE **FIFTH SUPERVISORIAL DISTRICT**. CHECK WITH STAFF PRIOR TO FILING YOUR APPLICATION.



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Planning for the Challenges Ahead



OAK TREE PERMIT (WITHOUT PUBLIC HEARING) CHECKLIST
(Only one tree impacted for a single family residence)

An appointment is required to submit the application. Please call (213) 974-6438 to schedule. Incomplete applications will not be accepted.

- 1. Fees for Administrative Oak Tree Permit and Site Plan Review required (cash, check, or money order only). Make checks payable to Los Angeles County.
- 2. Zoning Permit Application (completely filled out).
- 3. Burden of Proof.
- 4. Six (6) sets of plans: each set must include a site plan, floor plan, and elevations drawn to scale (for example 1/8"=1') on paper approximately 2' x 4' in size. Each set must be stapled and folded separately to fit into an 8 1/2" X 14" folder. The plans must clearly depict the protected zones of any oak trees and the distance from the protected zone to any structure. (A protected zone is defined as the area within five (5) feet of the dripline of an oak tree and 15 feet from the trunk of the oak tree. The more restrictive measurement shall apply. Show the true drip-line of the oak trees and not just a circle. (see oak tree diagram attachment for instructions).
- 5. Two (2) Oak Tree Reports prepared by an oak tree consultant, as deemed acceptable by the Director and County Forester & Fire Warden.
- 6. At least six (6) different printed color photographs (no aerial photos) of the entire subject property AND area proposed for development within the property. Include a photo key and location of subject photos.