

HERITAGE TREE REMOVAL PERMIT PROCESS



Any Heritage Tree(s) proposed for removal requires a removal permit, which is issued by either the Community Services Department's Forestry & Roadway Division or the Community Development Department's Planning Division, depending on the type of property.

SINGLE FAMILY HOMES OR MULTI FAMILY UP TO 4 UNITS

*Are processed through the Community Services Department's Forestry & Roadway Division
(650) 903-6273 or parks@mountainview.gov or visit their webpage for more information.*

An application and application fee must be submitted to the Forestry & Roadway Division at 231 N. Whisman, Mountain View, CA.

The application fee is \$116 (and \$58 for each additional tree at the same site) associated with the permit process.

- Ways to obtain an Application for Heritage Tree Removal Permit:
 - Visit the Forestry & Roadway Division at 231 N. Whisman, Mountain View, CA
 - Send an e-mail to parks@mountainview.gov
 - Download and print the Heritage Tree Application
- The following information is required on the application:
 - Your contact information
 - The number, species, size, and exact location of the tree(s) involved
 - A brief statement of the reason(s) for the requested action
 - Application must be original with signature
- Ways to pay the application fee:
 - Check, made payable to The City of Mountain View
 - Credit Card (Visa or MasterCard)

What happens after I submit an application through the Forestry & Roadway Division for removal?

Staff will review the application, make a site visit to evaluate the tree(s) and make a decision on the application. Typically, notice of the decision will be posted on the tree for a ten (10) day period and mailed to the property owner. If there are no appeals to the decision, the removal permit will be issued by the City.

What happens once a removal permit has been issued by the Forestry & Roadway Division?

A Heritage Tree Removal Permit is valid up to two (2) years from date of issue. After the tree(s) is removed, the owner is typically required to plant a new 15-gallon or 24-inch box tree(s) or pay an in-lieu fee of seven hundred fifty dollars (\$750) to the City of Mountain View for each tree removed. These funds are used to plant new trees in City parks, medians and public areas. The property owner may choose the replacement species and planting location for the new tree(s). If there are no appeals to the decision, the removal permit will be issued by the City.

ALL OTHER PROPERTIES (MULTI-FAMILY OVER 4 UNITS, COMMERCIAL, INDUSTRIAL, ETC.)

*Are processed through the Community Development Department's Planning Division
(650) 903-6306 or visit their webpage for more information.*

EXAMPLES:

- A multi-unit development with or without a Home Owners Association (HOA), such as a small-lot single-family home, townhome, rowhome, condominium, or apartment
- Any property with a Precise Plan area or Planned Unit Development (PUD) with or without an HOA
- Any commercial or industrial properties