



**City of Santa Barbara  
Parks and Recreation Department  
SETBACK TREE REMOVAL APPLICATION**

**Mailing Address:**  
 PO Box 1990  
 Santa Barbara, CA 93102  
 (805) 564-5433 FAX (805) 897-2524

**Physical Address:**  
 402 E. Ortega St.  
 Santa Barbara, CA 93101

**Application Fee: \$50 (effective July 1, 2010)**

<b>DATE OF REQUEST:</b>	
<b>APPLICANT:</b>	
<b>OWNER NAME (IF DIFFERENT THAN APPLICANT):</b>	
<b>MAILING ADDRESS:</b>	
<b>DAYTIME PHONE:</b>	
<b>LOCATION OF TREE (ADDRESS):</b>	
<b>TREE SPECIES (IF KNOWN):</b>	
<b>REASON(S) FOR REMOVAL:</b>	
<b>TREE(S) WILL BE REPLACED: Yes [ ] With: No [ ]</b>	

**PROVIDE THE FOLLOWING SUPPLEMENTAL INFORMATION**

- Property owner letter, indicating reasons for removal. Also include whether:
  - The removal application is associated with new development or redevelopment of property
  - Status of development application, including whether the project is scheduled for review by the Single Family Design Board, Architectural Board of Review or Historic Landmarks Commission
  - The tree is a designated Specimen or Historic Tree or located on a property with a designated Historic Landmark
- Photo of tree(s) proposed for removal
- Development plan/Landscape plan

## PRIVATE TREE PRUNING/REMOVAL APPLICATION REVIEW

Chapter 15.24 of the City of Santa Barbara Municipal Code establishes protections for privately owned trees. Protected trees include designated Specimen and Historic trees, trees located in the front zoning setback of a parcel, trees located in commercial parking lots, and trees identified on an approved plan. This chapter requires that a property owner apply for a permit to remove or to significantly prune a tree.

**Pruning:** Whenever a property owner desires to significantly prune a tree (alter the natural character or remove more than one-quarter or 25% of the crown of the tree in a 12-month period), the owner shall submit an arborist report for approval by the Parks and Recreation Department or the Community Development Department.

**Tree Removal:** Whenever a property owner desires to remove a designated Specimen or Historic tree or a tree located in the zoning setback from the street (setback tree), the applicant shall apply to the Parks and Recreation Department for a removal permit. Setback tree removal applications are reviewed by the Street Tree Advisory Committee. The Street Tree Advisory Committee makes recommendations to the Parks and Recreation Commission. The review process takes up to 60 days. If the removal request is approved by the Parks and Recreation Commission, the full cost of tree removal and replacement, if required, shall be borne by the applicant.

Applications to remove trees located in the El Pueblo Viejo Landmark District, Brinkerhoff Avenue Landmark District, commercial parking lots, or on an approved plan are processed by the Community Development Department.

## APPEAL PROCESS

If the Parks and Recreation Commission denies a setback removal application, the Commission's decision can be appealed to the Santa Barbara City Council and a written notice thereof must be filed within 10 days of the Commission's action. The appeal notice can be either hand delivered to the Clerk's Office at City Hall, 935 Anacapa Street, Santa Barbara, CA 93102, or mailed to the City Clerk at P.O. Box 1990, Santa Barbara, CA 93102-1990. An appeal processing fee is required in the amount of \$150, as currently set per City Council resolution.

## PRUNING OR REMOVAL OF A SETBACK TREE WITHOUT A PERMIT

In December 2009, the City Council established the following fine schedule associated with the significant pruning or removal of a setback tree without a permit.

Action without, or in violation of, a permit	Trunk diameter from 4" up to 12"	Trunk diameter over 12" and up to 24"	Trunk diameter over 24"
Pruning Offense	Up to \$500	Up to \$1,000	Up to \$1,000
Tree Removal	Up to \$1,000	Up to \$3,000	Up to \$5,000

## FOR MORE INFORMATION

Tim Downey  
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City of Santa Barbara  
Parks and Recreation Department  
805-897-2692 or 805-564-5592  
[tdowney@santabarbaraca.gov](mailto:tdowney@santabarbaraca.gov)

Jaime Limón  
Design Review Supervisor  
City of Santa Barbara  
Community Development Department  
805-564-5507  
[jlimon@santabarbaraca.gov](mailto:jlimon@santabarbaraca.gov)