



APPLICATION CHECKLIST
TREE PERMIT (TP)

A request for a Tree Permit requires one (1) public hearing before the City's Planning Commission or Design Committee if the Tree Permit is associated with a Design Review Permit. Processing time is normally eight (8) to twelve (12) weeks, however, it is dependent upon the number of similar requests before the City. The applicant or the applicant's representative must be present at all public hearings to answer questions.

Applications shall be reviewed for compliance with the Application Submittal Requirements. Applications submitted without the required information are not required to be accepted for processing.

Application Submittal Requirements:

- A) One (1) copy of the completed application form, with an address approved by City of Roseville Development Services Department - Addressing and all required original signatures.
B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).
C) Twenty-five (25) copies of a fully dimensional site/grading plan drawn to scale indicating:
Property lines and building setback lines
Existing and proposed buildings and structures on-site and on adjacent properties
Driveways, parking spaces, entrances, exits, walkways and chimneys
Existing and proposed fencing detail
Existing and proposed planting areas and areas to be planted
Protected zone and dripline of all oak trees on the property or overhanging the site
Percent encroachment into the protected zone
Number of trees to be removed and total diameter inches to be removed
All existing trees with elevations and numbered corresponding to an arborist report
All true elevations including: contours, spot, existing and post project elevations
All cut/fill slopes and retaining walls
Method of drainage
Location of all existing and proposed utilities
Project name, north arrow and scale (engineer's scale - no smaller than 1" = 40')
A vicinity map
One (1) 8 1/2" x 11" reproducible copy
D) Five (5) copies of an elevation plan required when a building or structure encroaches into the protected zone. The plan shall be drawn to scale indicating:
Building elevations from all sides (indicating direction)
Project name
Scale (no smaller than 1/8" = 1')
One (1) 8 1/2" x 11" reproducible copy
E) Five (5) copies of an Arborist report, prepared by a Certified Arborist, indicating:
Botanical and common name of tree(s) by tree number
Diameter at Breast Height (DBH, 4.5' above grade) by tree number
Dripline radius (measure longest radius) by tree number
Condition by tree number, i.e. health, vigor and structure (see attached tree ordinance)
Recommendations by tree number, i.e. fertilizing, cabling, pruning, watering etc...
Specific and general preservation measures, by tree number, for trees not removed
F) Tree mitigation plan (required for tree removal, see attached tree ordinance).
G) Additional information as deemed necessary by the Planning Division.

NOTE: All exhibits larger than 8 1/2" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

If you have questions, call the Planning Division at (916) 774-5276 (California Relay Service 1-800-735-2929) or staff is available at 311 Vernon Street, Roseville, CA 95678