



# Tree Removal Permit Application \$85 Application Fee (Non-refundable)

For Office Use:  
TR# \_\_\_\_\_

A permit is required to remove any tree, dead or alive, public or private, that is 9-inches in diameter, or 28 inches in circumference, when measured at 4 ½ feet above the natural grade.

**Allow 10 working days for a field evaluation and processing of your application**

1. Property Owner \_\_\_\_\_
  2. Owner Address \_\_\_\_\_ Zip Code \_\_\_\_\_
  3. Address of tree(s) if different from above \_\_\_\_\_
  4. Contact Phone No. \_\_\_\_\_
  5. Email Address: \_\_\_\_\_
  6. Indicate the number of trees you want to remove \_\_\_\_\_ (4 tree maximum per permit)
  7. Species of tree(s) \_\_\_\_\_
  8. Check all that apply to the tree(s)  
 Unhealthy/Dead     Damaging adjacent structures     Branching/Leans     Other (describe below)
- Briefly state other reasons or comments \_\_\_\_\_
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9. Name of H.O.A. and contact \_\_\_\_\_ Phone No \_\_\_\_\_
  10. Property owner's signature \_\_\_\_\_ Date \_\_\_\_\_

**Notice to Homeowner's Associations**

Sec.3-8.04 of Walnut Creek Ordinance requires that you provide the City with proof of written notice delivered to all property owners within 300 feet of any tree(s) to be removed. Notice must identify the tree(s) to be removed.

Please diagram the property in the space below showing the location of the tree(s)

**Mail application and check payments to: Public Works Dept, City of Walnut Creek, 1666 North Main Street, Walnut Creek, CA 94596**

**For credit card payments please submit your application online at <https://www.walnutcreekca.gov/government/public-works/engineering-services/tree-removal-permit> or in person at City Hall.**