



# CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346  
Telephone (909) 864-8732 FAX: (909) 862-3180

## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### TREE REMOVAL APPLICATION

\$300 Flat Fee

**CHECKLIST:** *(All items must be included at the time of filing)*

1. **One (1) copy** of Tree Removal Permit Questionnaire.
2. **One (1) copy** of a Land Use Application Form from Community Development Department (attached). All owners must sign the Application Certificate. The Notarized Power of Attorney must contain names of all owners, if applicable.
3. **Fifteen (15) prints** of a Plot Plan. (See attached Plot Plan Checklist.) Fold plans accordion style - 8" x 11" size. The Plot Plan shall indicate the location of all trees to be removed, retained or replaced. The species, number and size of the trees to be removed, relocated or replaced shall be shown on the Plot Plan. If a tree is diseased, then a written statement from a tree expert stating the nature of the disease shall be required.
4. **One (1) Reduced** Plot Plan (8 ½" X 11").
5. **One (1) copy** of recorded grant deed for each lot or parcel.
6. **One (1) copy** of the signed surrounding property owners list with names and mailing addresses and three sets of mailing labels. (Sample included. Property owners information may be obtained from Assessor's Parcel Books in the County Assessor's Office, 172 W. Third Street, San Bernardino, CA 92415.)
7. **One (1) copy** of a statement as to reasons for removal or relocation.

## **Tree Removal / Relocation Plot Plan Checklist**

A plot plan is a drawing, to scale, on one sheet of paper (Minimum 24" x 36") of the entire land parcel showing buildings, improvements, other physical features and all dimensions. All items listed below must be on the lot plan. Any items left off may cause delays in your project. ATTACHMENTS ARE NOT ACCEPTABLE.

1. Names, addresses and telephone numbers of the Record Owner, Applicant, and the person preparing the map.
2. COMPLETE legal description of the property involved. Include assessor parcel number. If a portion of a large parcel is being developed, include a description of that portion.
3. Identify type of project in detail, including the use of each existing and proposed structure.
4. North point, date of drawing and scale. Use an ENGINEERS SCALE (i.e., 1" to 10', 1" to 20', 1" to 30', etc.) The direction of the "north" arrow should be shown pointing towards the top of the Plot Plan.
5. Location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property. Where none exist indicate by a note that no easements exist. If property is not on a road or easement show access to property.
6. Dimension of property lines or boundary lines of project.
7. Vicinity Map showing location of project.
8. Show distance from property lines of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, signs, curbs, driveways, and sidewalks in relation to other structures. Indicate existing structures that are to be removed or remain.
9. Indicate dimension and square footage of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, swimming pools, etc.
10. Show parking areas.
11. Show location, size and type of all trees six inches (6") or greater in diameter.



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### LAND USE APPLICATION

1. APPLICANT NAME: \_\_\_\_\_ TEL #: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

3. EMAIL ADDRESS: \_\_\_\_\_

4. SITE ADDRESS & ASSESSORS PARCEL NUMBER: \_\_\_\_\_

5. BRIEF PROJECT DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 6. REPRESENTATIVE INFORMATION:

NAME: \_\_\_\_\_ TEL#: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

#### 7. APPLICATION TYPE: (Mark all applicable types):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> General Plan Amendment             | <input type="checkbox"/> Zone Change                      | <input type="checkbox"/> Development Code Amendment |
| <input type="checkbox"/> Conditional Use Permit             | <input type="checkbox"/> Variance                         | <input type="checkbox"/> Specific Plan Review       |
| <input type="checkbox"/> Design Review                      | <input type="checkbox"/> Tentative Tract                  | <input type="checkbox"/> Parcel Map                 |
| <input type="checkbox"/> Development Agreement              | <input type="checkbox"/> Lot Line Adjustment              | <input type="checkbox"/> Planned Development Agree. |
| <input type="checkbox"/> Revisions                          | <input type="checkbox"/> Sign Review                      | <input type="checkbox"/> Environmental Review       |
| <input type="checkbox"/> Tree Removal/<br>Relocation Permit | <input type="checkbox"/> Outdoor Sales/<br>Display Permit | <input type="checkbox"/> Planned Unit Development   |
|   |   | <input type="checkbox"/> Other _____                |

8. Signature: I certify under penalty of perjury that I am the Legal Owner(s) (all individuals must sign as their names appear on the property deed), or Owner's Legal Agent and that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

### (FOR OFFICE USE ONLY)

FILE NO.: \_\_\_\_\_ FILING DATE: \_\_\_\_\_ FEE: \_\_\_\_\_



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## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### SURROUNDING PROPERTY OWNERS LABELS

Ownership of surrounding properties shall be determine from the most up-to-date information available from the Assessor's/Tax Collection Office. Three (3) complete sets of mailing labels are required.

I certify, under the penalty of perjury, that to the best of my knowledge, the enclosed mailing labels contain the name and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the project property perimeter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FORMULA: The property for which this application is being processed is (check one):

- Minor subdivision or Major Variance = all contiguous properties. Contiguous means touching or across the street, including corners.

#### All OTHER APPLICATIONS

- Contain all parcels within 300 feet of all external boundaries.

NOTE: These labels will be utilized to notify surrounding property owners of your proposal. Please provide three (3) complete sets of mailing labels.

#### SAMPLE MAIL LABEL

ASSESSORS PARCEL NO. NAME ADDRESS CITY, STATE, ZIP CODE
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1234-567-8910-0000 JOHN DOE 27215 BASE LINE HIGHLAND, CA 92346
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