

Application for Public Tree Encroachment Permit

City of Redlands – Facilities & Community Services Department / One Stop Permit Center

Applicants Name: _____ Phone: _____

Applicants Address: _____ City: _____ Zip: _____

Contractor: _____ Phone: _____

Contractor's Address: _____ Contractor's Email Address: _____

City: _____ Zip: _____ Contractor's License No: _____

Redlands Business License No.: _____ Dig Alert # (required if any work will be performed below work site's existing grade): _____ Development No.: _____

Plan No.: _____

I hereby request permission to perform work on tree(s) within the City of Redlands easement, right-of-way or property. The type of work and quantity of specimen affected is specified below.

Remove Quantity _____
 Trim Quantity _____
 Plant Quantity _____
 Stump Removal Quantity _____

Other: _____

Street Address: _____ Cross Street: _____

Completion Date: ____/____/____ Development No.: _____ Plan No.: _____

Type of tree(s), if known, and physical location of tree(s) (e.g. east side of driveway; north of mailbox; etc):

All Contractors that will be conducting work within the City Right-of-Way must have a current Certificate of Insurance on file with the City's Risk Management Division (RMD). The insurance shall be in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate with an insurance carrier acceptable to the City. In addition, the Certificate must list the City of Redlands as an Additional Insured per Municipal Code Section 12.20.09. Submittal and approval of these documents is coordinated through the RMD. Certificate of Insurance shall be submitted by the agent/broker directly to insurance@cityofredlands.org. Please direct questions pertaining to insurance requirements to RMD at (909) 798-7514

Applicant/Agent Signature: _____ Date: _____

Fees for all work on public trees shall be paid in accordance with the latest adopted fee resolution for such purpose. The voluntary removal, planting or trimming of public trees by residents as approved by the Director or Director designee shall be exempt from encroachment permit fees.

Shaded Area for Official Use Only

_____	Tree Removal Total.....Inventory # _____	\$81.00	Removal = _____
_____	Tree Planting Total.....Inventory # _____	\$78.00	Planting = _____
_____	Tree Transplant TotalInventory # _____	\$134.00	Transplant = _____
_____	Tree Trimmed Total Inventory # _____	\$68.00	Trim = _____
		FEE SUBTOTAL =	_____
Fee Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No		\$38.00	Permit Fee = _____
		PERMIT FEE TOTAL =	_____

Reviewed by: _____ Approved Denied by: _____ Date: _____

Notes: _____