

Application for Public Tree Encroachment Permit
City of Redlands – Quality of Life Department / One Stop Permit Center

Applicants Name: _____ Phone: _____

Applicants Address: _____ City: _____ Zip: _____

Contractor: _____ Phone: _____

Contractor's Address: _____ City: _____ Zip: _____

Contractor's License No: _____ Redlands Business License No.: _____

USA ID No. (required only if planting or transplanting trees): _____

Development No.: _____ Plan No.: _____

I hereby request permission to remove, plant or trim public trees within the City of Redlands at the following location(s):
 Address: _____ Cross Street _____
 Development No.: _____ Plan No.: _____
 Start Date: _____ Completion Date: _____

OR

I hereby request permission to obtain an annual Encroachment Permit to remove, plant or trim public trees within the City of Redlands for calendar year _____.

The purpose of the Encroachment Permit is as follows: _____

Type of trees, (i.e. palms, oaks, liquid ambars, 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 the RMD at (909) 798-7514 x1728.

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 shall be exempt from encroachment permit fees.

_____ Tree Removal Total
 _____ Tree Planting Total
 _____ Tree Transplant Total
 _____ Tree Trim Total

Fee Exempt Yes No

Shaded Area for Official Use Only

Removal = _____
 Planting = _____
 Transplant = _____
 Trim = _____

FEE SUBTOTAL = _____
 Permit Fee = _____
PERMIT FEE TOTAL = _____

Calculated by: _____ Reviewed by: _____
 Approved/Denied by: _____ Approved/Denied date: _____
 Reason for Denial _____