

John C. Prescott  
Community Development Director

## OAK/LANDMARK TREE PERMIT or MODIFICATION TO ABOVE APPLICATION AND INSTRUCTIONS

This application package is to be **submitted in person** at the Community Development Department public counter, located at 2100 E. Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for hours of operation.

**IMPORTANT:** Please follow the application submittal instructions detailed below. Failure to complete the application package as required may result in your package being rejected at time of submittal.

Once your application is filed, the City has 30 days to review all submitted items and determine if it is complete for processing. If it is not deemed complete for processing, you will be notified in writing of the missing information. You must resubmit the additional items which triggers another 30-day review period.

1. **Application:** The application shall be typed or printed legibly, in blue or black ink, with all requested information completed. The application must be submitted with an original signature before your application will be deemed complete for processing.
2. **Filing Fee:** Section 9-4.2802 of the Thousand Oaks Municipal Code requires a fee be paid at the time of filing to cover the costs incurred by staff in processing of the application. Refer to the City's Fee Schedule or contact the Community Development Department at (805) 449-2323.
3. **Agreement for Payment and Deposit:** Completed and signed in ink. Faxes or copied signatures are not accepted.
4. **Oak/Landmark Tree Report:** Two (2) copies of the report must be submitted with your application. The City reserves the right to request more copies of the report in order to efficiently process your application package. Reports must include the following information for this submittal:
  - Site Plan drawn at a minimum of 1":100' scale and shall include the location of existing structures and/or other improvements, distances of structures/improvements to the oak/landmark tree dripline, all mature vegetation, and a vicinity map.
  - Grading Plan (when applicable)
  - Oak/Landmark Tree Report that includes all information required by the City's Oak Tree and Landmark Tree Preservation Guidelines
  - Photographs
  - Contact the Community Development Department to determine if supplemental plans are required for your submittal.

NOTE: ALL PLANS are to be folded to a size of no less than 8½" x 11" and no greater than 8½" x 13" and shall display the Title Block in the lower right hand corner as well as a North Arrow. Plans shall be grouped (e.g., all Plot Plans folded individually and secured in one group). Plans collated into sets **WILL NOT BE ACCEPTED**.



# Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org  
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

CITY PROJECT #: \_\_\_\_\_

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## OAK/LANDMARK TREE PERMIT OR MODIFICATION TO ABOVE APPLICATION AND AFFIDAVIT

ASSESSORS PARCEL NO.(S): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Type of Permit being Requested:**     Oak Tree Permit     Landmark Tree Permit

### I. APPLICANT INFORMATION (not applicant's representative)

Name (person and firm/corporation): \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

### II. APPLICANT'S REPRESENTATIVE/PROJECT COORDINATOR INFORMATION

Name (person and firm/corporation): \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Relationship of Project Coordinator to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

### III. PROPERTY OWNER INFORMATION (if different than Applicant)

Name (person and firm/corporation): \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

**IV. PROPERTY INFORMATION**

Property Location (street address and location description): \_\_\_\_\_

Property Use:     Commercial     Industrial     Institutional     Other \_\_\_\_\_

Property Acreage:        Gross: \_\_\_\_\_        Net: \_\_\_\_\_

Are there any special setbacks existing by deed? \_\_\_\_\_

Identify deed restrictions, existing and proposed: \_\_\_\_\_

Current zoning of the property is: \_\_\_\_\_ as shown on the Thousand Oaks Zoning Map, Section(s) \_\_\_\_\_

**V. REQUEST**

Describe in detail the purpose of your request and the location of the affected trees. Be sure to indicate the number of trees to remove, prune, or encroach within the protected zones of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. AFFIDAVIT\***

I declare under penalty of perjury, that I, \_\_\_\_\_, am the (circle one) owner, attorney of the owner, person with power of attorney from the owner of the property involved in this application, or lessee who holds a written lease, the terms of which authorize the use for which the permit is sought, and that the foregoing is true and correct.

Executed at (city) \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name, and Title

\_\_\_\_\_  
Signature

**\*IF THE PROPERTY OWNER/APPLICANT** is a Corporation, the names, addresses and titles of all officers of the Corporation shall accompany this application. If the property owner/applicant is a General Partner, the name and address of all General Partners shall accompany this application.

**(For Department Use Only)**  
Fee \$ \_\_\_\_\_ Date received: \_\_\_\_\_ Received by: \_\_\_\_\_







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## AGREEMENT FOR PAYMENT OF COSTS IN CONJUNCTION WITH OAK/LANDMARK TREE REVIEW

*NOTE: This agreement is a required part of your Oak/Landmark Tree Permit application. The signer of this agreement must be the same as the owner information in the application. Additionally, the signature must be an original in either blue or black ink.*

I, \_\_\_\_\_ (print name), have been advised that an oak/landmark tree review will be required for \_\_\_\_\_ (City project number).

I am the owner of the subject property and do hereby agree to pay a deposit to the City of Thousand Oaks as specified in the fee schedule, and agree to pay such additional sums as may be billed by the City for its oak tree review, including the fees of consultants hired by the City, if any. In the event the total cost of the oak tree review is less than the deposit, the balance shall be refunded to me by the City. I further agree that if the property is sold, I shall remain fully responsible for any and all payments under this Agreement until a fully executed Agreement by the new owner has been received and acknowledged by the City of Thousand Oaks.

I acknowledge that the oak/landmark tree review will not commence until the Community Development Department of the City of Thousand Oaks has received this executed Agreement and the deposit. Further, I acknowledge that any payments due to the City will be paid in full prior to a final decision on the subject permit application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Complete Mailing Address

**INVOICES TO BE SENT TO: (if other than the owner)**

\_\_\_\_\_  
Name of Responsible Party

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Complete Mailing Address