

OAK/LANDMARK TREE PERMIT – TYPE B 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 accepted as complete for processing.
2. **Filing Fee:** 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. **Plans:** Two (2) copies of the tree location map with a description of the proposed work 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.
 - 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.
 - 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**.

4. **Electronic Files:** Submit a CD or USB/Flash drive containing a .pdf version of all plans and reports submitted with this application.

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CITY PROJECT #: _____

**OAK/LANDMARK TREE PERMIT – TYPE B
OR MODIFICATION TO ABOVE
APPLICATION AND AFFIDAVIT**

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

I. APPLICANT INFORMATION (not applicant's representative or project coordinator)

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
 Residential Other _____

Size of Property: _____

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: _____



