



City of Pomona Planning Division

HISTORIC DISTRICTS MINOR CERTIFICATE OF APPROPRIATENESS TREE TRIMMING APPLICATION

OFFICE USE ONLY	
CASE NO:	_____
DATE RECEIVED:	_____
RECEIVED BY:	_____



Tree trimming of mature significant trees and specimen (heritage) trees require a Minor Certificate of Appropriateness. Mature significant trees as defined with the City of Pomona Tree Preservation Ordinance, include the following:

- **Oak trees** with trunks more than eight inches in diameter, and
- **Other trees** with trunks more than ten inches in diameter, or
- **Multi-trunk trees** with a total circumference of 38 inches or more.
- *Diameter or circumference of the tree trunk is measured at breast height.*

PROJECT INFORMATION

Project Address: _____

Include the number of trees to be trimmed and the tree species.

Description of Work: _____

CONTACT INFORMATION

APPLICANT	Name: _____
	Phone/Email: _____
	Address: _____
PROPERTY OWNER	Name: _____
	Phone/Email: _____
	Address: _____
CONTRACTOR /TRADESMAN	Name: _____
	Phone/Email: _____
	Address: _____
	Business License No.: _____

I have read and received a copy of the Summary of the City's Pruning Guidelines (attached) for Street Trees, Mature Significant Trees, and Specimen (Heritage) Trees.

Applicant's Signature

Date

SUBMITTAL REQUIREMENTS

Listed below are the submittal requirements for Minor Certificates of Appropriateness Tree Trimming. Please note that the City of Pomona Planning Division does not accept incomplete applications. All documents and exhibits listed below are required at the time of submittal.

- PLOT PLAN (2 sets)

Plot Plan should indicate the location of all trees proposed to be trimmed.

- PROPERTY OWNER'S AFFIDAVIT
- PHOTOGRAPHS OF ALL TREES TO BE TRIMMED

Photographs may be submitted as hard copies or (preferred) digital copies.

Additional requirements may arise as the Planning Division receives more information regarding the proposed scope of work. For clarification regarding application submittal process please contact the Planning Division at (909)620-2191.

ALL MINOR CERTIFICATES OF APPROPRIATENESS FOR TREE TRIMMING REQUIRE AN AFFIDAVIT. NO NOTARY REQUIRED.

PROPERTY OWNER'S AFFIDAVIT

STATE OF CALIFORNIA)

)SS

COUNTY OF LOS ANGELES)

I/WE _____ BEING DULY SWORN, DEPOSE AND SAY, THAT I/WE AM/ARE THE OWNER(S) OF PROPERTY INVOLVED IN THIS PETITION, AND THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN CONTAINED AND THE INFORMATION HEREWITH SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF KNOWLEDGE AND BELIEF.

SWORN TO BEFORE ME THIS _____ SIGNED: _____

DAY OF _____, _____ . ADDRESS: _____

CITY: _____

NOTARY PUBLIC

TELEPHONE: _____

APPLICATION :

APPROVED

DENIED

Approved: (Approved work is specifically limited to the project description on this form. Applicant should keep a copy of the permit on-site and be able to produce it upon request of any City Official.)

City Arborist Pre-trimming Review

Date

Planning Approval

Date

Expiration Date: _____ (60 days from project approval date unless otherwise specified)