



**Tree Removal Permit Application  
\$85 Application Fee (Non-refundable)**

TR# \_\_\_\_\_  
Receipt # \_\_\_\_\_

A permit is required to remove any tree, dead or alive, public or private, that is 9-inches in diameter, or 28 inches in circumference, when measured at 4 1/2 feet above the natural grade.

**Allow 10 working days for a field evaluation and processing of your application**  
*For emergency permit information or requests please call (925) 943-5854*

- 1. Property Owner \_\_\_\_\_
- 2. Owner Address \_\_\_\_\_ Zip Code \_\_\_\_\_
- 3. Address of tree(s) if different from above \_\_\_\_\_
- 4. Nearest cross street \_\_\_\_\_
- 5. Home Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
- 6. Work Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_
- 7. **Email Address:** \_\_\_\_\_
- 8. Indicate the number of trees you want to remove \_\_\_\_\_ (4 tree maximum per permit)
- 9. Species of tree(s) \_\_\_\_\_
- 10. Check all that apply to the tree(s)  
 Unhealthy/Dead     Damaging adjacent structures     Branching/Leans     Other (describe below)

Briefly state other reasons or comments \_\_\_\_\_  
\_\_\_\_\_

11. Name of H.O.A. and contact \_\_\_\_\_ Phone No \_\_\_\_\_

**Notice to Homeowner's Associations**

Sec.3-8.04 of Walnut Creek Ordinance requires that you provide the City with proof of written notice delivered to all property owners within 300 feet of any tree(s) to be removed. Notice must identify the tree(s) to be removed.

Please diagram the property in the space below showing the location of the tree(s)

12. Property owner's signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Options:  MasterCard     Visa     AMEX     Check Payable to City of Walnut Creek/Check # \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Verification Code \_\_\_\_\_

Signature \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

**Mail or deliver application and payment to:** City of Walnut Creek, CDD-Permit Processing  
1666 North Main Street, Walnut Creek, CA 94596  
**Or Fax:** (925) 256-3500