



City of Pomona Planning Division
MINOR OAK TREE PERMIT
NON-HISTORIC DISTRICTS

OFFICE USE ONLY

CASE NO: _____

DATE RECEIVED: _____

RECEIVED BY: _____

PROJECT INFORMATION

Project Address:

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.

PROPERTY OWNER(S) CERTIFICATION

I hereby certify that I am (we are) the record owner(s) [for property tax assessment purposes] of the property encompassed by this application and, hereby consent to process this application.

PROPERTY OWNER SIGNATURE

DATE

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

Planner

Date

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