



Tree Removal Process City Street Tree or Private Tree

To request a removal of a **City street tree**, first call the Maintenance Division at 510-578-4806 and a Work Action Form will be completed.

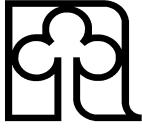
All requests for removal **must** be made by the property owner. The City Arborist will evaluate the tree and make a determination. The Work Action form will be mailed to you with the City's determination within a few weeks. If the tree is approved for removal, it will be placed on a work list to be removed as funds permit. It is then placed on a work list that is given to a contractor and the contractor will post the tree for removal. All trees must be posted with a removal notice for ten (10) days prior to removal so other citizens are notified of the removal and can comment if they so wish. If comments are received, the tree cannot be removed until the comments are addressed, or it could result in the tree not being removed. If the tree is still approved for removal, it remains on the contractor's work list which is organized by area and in chronological order as much as possible.

All trees that are removed will be replaced with the designated street tree for that location. However, if it is not possible to replace the tree in the original location or the property owner requests no replacement, an alternative location will be found.

If the request for removal is denied, a tree removal permit can be applied for. This requires an administrative fee to be paid. The application fee is \$40.00 for a small tree that can be removed by the homeowner without possible damage to anything in the surrounding area. The application fee for a large tree that requires a contractor to remove is \$100.00.

Tree removal applications can be obtained by emailing maintenance@newark.org, requesting an application in person at the City of Newark's Service Center: 37440 Filbert Street, asking for an application to be mailed by calling the Maintenance Division at 510-578-4806 or from the City of Newark website. Once a removal permit is granted there is a \$1,000 cash deposit to guarantee work. The deposit will be returned once all items stated on the permit letter are met.

You can make payments in person via check, cash, or credit card at City Hall with the Cashiers: 37101 Newark Boulevard or emailed to finance@newark.org with the Payment Authorization Form and Tree Removal Application attached. City Hall is open Monday through Thursday and every other Friday 8:00 am-2:00 pm. The application is reviewed by the Public Works Director who will make a determination. **A removal permit is also required to remove a private tree on a lot of 10,000 square feet or larger. No permit is needed to remove a private tree on a typical size residential lot.**



TREE REMOVAL APPLICATION

Permit No. _____
Date _____

CITY OF NEWARK, 37440 Filbert Street, Newark, California 94560-3796 • maintenance@newark.org • (510) 578-4811

TREE REMOVALS

(Newark Municipal Code, Chapter 12.28.050)

(Newark Municipal Code, Chapter 8.16)

Note: There is a maximum of three trees permitted per removal permit.

Please print:

Date _____

Name _____

Address of Property _____

Address of Owner (if different) _____

Phone No. (including area code) _____

Address/Location of Tree _____

Reason for Removal Request _____

I hereby certify that I am the owner of the subject property.

SIGNATURE: _____

Office Use Only

Application approved subject to conditions listed in the letter dated: _____

Application denied.

Soren Fajeau, Public Works Director



CITY OF NEWARK - FINANCE DEPARTMENT

37101 Newark Boulevard, Newark, CA 94560

Direct (510) 578-4310 | Fax: (510) 578-4358 | Email: finance@newark.org

PAYMENT AUTHORIZATION FORM

Note: Submit this form to Finance with your invoice for payment. At the completion of the transaction, this authorization form will be securely destroyed.

FROM: _____
Customer / Business / Company Name

Address

DESCRIPTION OF PAYMENT (*permit or invoice #*):

PAYMENT AMOUNT: _____

(Payments of \$15,000.00 or more are not permitted and cannot be split between multiple payments and/or card types.)

CREDIT CARD INFORMATION

NAME AS IT APPEARS ON CARD: _____

BILLING ADDRESS: _____
Street/P.O. Box City State Zip Code

PHONE NUMBER: _____ EMAIL: _____

DEBIT/CREDIT CARD NUMBER: _____

PAYMENT TYPE: VISA MASTER CARD OTHER: _____

EXPIRATION DATE: _____ CVC NUMBER: _____
(mm/yyyy)

Authorize Signature: _____ Date: _____

By submitting this form, I authorize the City of Newark to charge the debit/credit card for the amount indicated above, on or after the indicated date, and is valid for one-time use only. I certify that I am an authorized user of this debit/credit card and that I will not dispute the payment with my debit/credit card company so long as the transaction corresponds to the terms indicated in the form.