



**TOWN OF LOS GATOS  
COMMUNITY DEVELOPMENT DEPARTMENT  
110 E. Main Street  
Los Gatos, CA 95030**

**APPEAL OF TREE REMOVAL OR PRUNING PERMIT DECISION**

**PLEASE TYPE or PRINT NEATLY**

I, the undersigned, do hereby appeal a decision of the Town of Los Gatos regarding the following tree removal or pruning permit:

DATE OF DECISION: 6/29/2020

APPLICATION NUMBER: T 20 - 074

LOCATION: 205 Lester Ln  
Los Gatos Ca 95032

LIST REASONS WHY THE APPEAL SHOULD BE GRANTED  
(If more space is needed, attach additional sheets.)

Tree was dropping large branches on property  
Per Town of Los Gatos Q & A, Page 3 attached, tree was  
rotted, dead, see my attached email to town arborist. Tree  
replacement not required. Tree has been removed on 6/29/2020.  
should be Would like to remove requirement to  
plant 3 trees.

IMPORTANT:

1. APPEAL MUST BE FILED WITHIN TEN (10) DAYS AFTER THE DATE OF MAILING OF WRITTEN NOTIFICATION OF THE DECISION.
2. THE APPEAL SHALL BE SET FOR THE FIRST REGULAR MEETING OF THE PLANNING COMMISSION WHICH THE BUSINESS OF THE PLANNING COMMISSION WILL PERMIT, MORE THAN FIVE (5) DAYS AFTER THE DATE OF THE FILING OF THE APPEAL. THE PLANNING COMMISSION MAY HEAR THE MATTER ANEW AND RENDER A NEW DECISION IN THE MATTER.
3. YOU WILL BE NOTIFIED, IN WRITING, OF THE APPEAL DATE.
4. YOU WILL BE CONTACTED BY THE PROJECT PLANNER IF ADDITIONAL MATERIAL IS REQUIRED TO BE SUBMITTED FOR THE PUBLIC HEARING.

**RETURN APPEAL FORM TO COMMUNITY DEVELOPMENT DEPARTMENT**

PRINT NAME Cynthia León SIGNATURE Cynthia León  
DATE 7/7/2020 ADDRESS 205 Lester Ln  
PHONE 408 202 8292 Los Gatos Ca 95032

\*\*\*\*\*

**OFFICE USE ONLY**

DATE OF PLANNING COMMISSION HEARING: \_\_\_\_\_

COMMISSION ACTION: 1. \_\_\_\_\_ DATE: \_\_\_\_\_  
2. \_\_\_\_\_ DATE: \_\_\_\_\_  
3. \_\_\_\_\_ DATE: \_\_\_\_\_

PLAPPEAL \$ 90.00 Tree Appeal



## Town of Los Gatos - Parks & Public Works Department

# TREE REMOVAL AND PRUNING PERMIT

## *Frequently Asked Questions*

### **When do I need to apply for a tree removal or pruning permit?**

The Los Gatos Town Code requires a tree removal permit in order to remove any tree designated as a Protected Tree under the Town Code. The Town Code also requires a permit to prune more than 25% of a Protected Tree within a 3-year period, or to remove or cut any branch or root greater than 4 inches in diameter of any Large Protected Tree or Heritage Tree (see definitions below).

Property owners may be subject to significant fines and civil actions by the Town if removal or pruning requiring a permit is done without first obtaining a permit.

### **What is a Protected Tree?**

Protected Trees are defined in the Town Code as any of the following:

1. All trees which have a 12 inch or greater diameter on developed residential property.
2. All trees which have an 8 inch or greater diameter on developed Hillside residential property (see Hillside Area Map <http://www.losgatosca.gov/DocumentCenter/View/176>)
3. All trees of the following species which have an 8 inch or greater diameter located on any developed residential property:
  - a. Blue Oak (*Quercus douglasii*)
  - b. Black Oak (*Quercus kelloggii*)
  - c. California Buckeye (*Aesculus californica*)
  - d. Pacific Madrone (*Arbutus menziesii*)
4. All trees which have a 4 inch or greater diameter on vacant or non-residential property.
5. All trees which have a 4 inch or greater diameter when removal relates to any development review.
6. Any tree that was required to be planted or retained by the terms and conditions of a development approval, building permit, tree removal permit or code enforcement action.

### **What is a Large Protected Tree or a Heritage Tree?**

A Large Protected Tree is any tree with a diameter of 48 inches or more. In addition, all Oak, California Buckeye, and Pacific Madrone with a diameter of 24 inches or more are considered Large Protected Trees.

A Heritage Tree is a tree specifically designated by action of the Town Council which possesses exceptional aesthetic, biological, cultural, or historic value to the community.

### **How is the diameter of a tree measured?**

Diameter is measured at a height of 4.5 feet above the average natural grade. For multi-trunked trees, diameter is the sum of all trunk diameters measured at 4.5 feet above the average natural grade.

Parks and Public Works Department (Engineering Department)

41 Miles Avenue, Los Gatos, CA 95030

408-399-5771

[www.losgatosca.gov](http://www.losgatosca.gov)

**Are there any trees which do not require a permit for removal?**

A permit is not required for removal or major pruning of any of the following trees:

1. A fruit or nut tree less than 18 inches in diameter.
2. Any of the following trees that are less than 24 inches in diameter:
  - a. Black Acacia (*Acacia melanoxylon*)
  - b. Tulip Tree (*Liriodendron tulipifera*)
  - c. Tree of Heaven (*Ailanthus altissima*)
  - d. Blue Gum Eucalyptus (*E. globulus*)
  - e. Red Gum Eucalyptus (*E. camaldulensis*)
  - f. Other Eucalyptus (*E. spp.*)—**Hillsides only**
  - g. Palm (except Phoenix *canariensis*)
  - h. Privet (*Ligustrum lucidum*)

**What about dangerous trees?**

A tree may be removed or severely pruned without a permit when there is an imminent danger to life, property, utilities or essential transportation facilities. Property owners are still required to notify the Town prior to any removal or pruning and must receive approval from the Town before taking any emergency action. Contact the Parks and Public Works Department at (408) 399-5771 Monday through Friday between 8:00 a.m. to 4:00 p.m. or the Police Department at (408) 354-8600 after hours or on weekends to report a dangerous tree and request approval for removal or pruning without a permit. Within 72 hours following removal or pruning, photos and a description of the emergency action taken must be submitted to the Department of Parks and Public Works.

**Can the Town Arborist come out and take a look at my private tree before I apply for a permit?**

No. The arborist will evaluate your tree after the application has been submitted.

**Can the Town recommend a certified arborist?**

No, the Town cannot recommend an arborist. It is suggested that you research online to look for "ISA Certified" arborists. The tree company should also have a business license with the Town before performing any work.

**What is required to apply for a removal or pruning permit?**

The following items are required to apply for a tree removal or pruning permit:

1. A completed application signed by the property owner. Applications are available online [here](#) or at the office of the Parks and Public Works Engineering Department, Monday through Friday, between the hours of 8:00 a.m. and 1:00 p.m.
2. Photos and/or a site plan of the tree(s) proposed for removal or pruning (for pruning, proposed cuts should be indicated on photo).
3. A completed tree replacement worksheet (located on the reverse side of the application).
4. Inspect trees prior to removal or major pruning to confirm the absence of active bird nests, particularly during the spring/summer nesting season (February 1 through August 31).
5. If required by the Town Arborist following initial inspection, a certified or consulting arborist's written report.

6. If part of a development application, a copy of the associated tree report.
7. If structural damage to a building, major landscape feature or utilities is the basis for the request, a report from a licensed architect or engineer may be required describing what modifications to buildings, structures, improvements or utilities would be necessary to mitigate the damages caused by the tree.
8. For Large Protected Tree or Heritage Tree removal or pruning permits, notification will be sent to neighboring residents and property owners prior to issuance by the Parks and Public Works Department (more information on noticing is provided on page 4 of this FAQ).
9. Payment of a permit fees, as established by Town resolution. The current fee is \$250 for one tree, plus \$125 for each additional tree included in the same application.

### **How long do I have to wait after submitting my application before I can prune or remove a tree?**

Generally, a decision is made by the Town Arborist within 10-15 business days following the submittal of a completed application and all supplemental material. If notification of adjacent property owners and residents is required, then additional time will be needed before a permit decision is rendered. Please also note that the permit must be posted on site at all times while tree removal or pruning is taking place.

### **What if my application is denied? Can I appeal a decision?**

If your application is denied, the Town will issue a partial refund of your application fee. If the entire permit is denied, the refund will be 50% of the total application fee. If only a portion of the permit is denied, the refund will be \$62.50 for each tree denied (50% of the current \$125 "additional tree" fee).

Should you wish to appeal a decision of the Town Arborist to the Planning Commission, you may do so by filing an appeal not more than 10 days after the date of mailing of written notification of the Town Arborist's decision. Appeals should be submitted to the Community Development Department on a *Tree Appeal Form* available from the Community Development Department or online [here](#). An appeal fee must be submitted in conjunction with the appeal.

### **Am I required to plant a replacement tree?**

Yes, two or more replacement trees of a size set forth in the Town Code and of a species approved by the Town Arborist are required to be planted on site except when removal is permitted if the tree is dead or at high or extreme risk of failure. Specific replacement tree provisions are outlined on the Tree Removal Permit application. Replacement with native species is strongly encouraged. Most fruit and nut trees, palm trees, or "nuisance" species (see section 29.10.0970(2) of the Town Code) are generally not considered suitable replacement trees.

If a tree or trees cannot be reasonably replanted on the subject property, the Town Arborist may approve an in-lieu fee payment. Where the payment of in-lieu fees are approved, permits will not be issued until all in-lieu fees are paid in full.

**Fwd: FW: Large dangerous tree 205 Lester Ln - Replacement requirements**

Cynthia Jaen <cynthiamjaen@gmail.com>

Tue 7/7/2020 2:37 PM

To: Cynthia Jaen <cynthia.jaen@mojo.vision>

----- Forwarded message -----

From: **Cynthia Jaen** <cynthiamjaen@gmail.com>

Date: Tue, Jul 7, 2020 at 2:24 PM

Subject: Re: FW: Large dangerous tree 205 Lester Ln - Replacement requirements

To: Rob Moulden <rmoulden@losgatosca.gov>

CC: Tammy Robnett-Illges <TRobnett-Illges@losgatosca.gov>

Rob,

I understand that when you issued the permit you indicated the replacement was necessary. The permit does not indicate anything about the rot. I did not contest it then because I wasn't aware that the tree was diseased so much as it was although I suspected it and most of the branches were dead. They would have eventually fallen on my and the neighbor property.

The regulation I read on your website see in the Q&A web link below it indicates that if a tree is dead or is dangerous and poses a risk, which mine did it does not require the replacement. The tree was rotted and it was dangerous as confirmed by the arborist that removed it. I was liable if those branches landed on the neighbor house, adults and children or my own

<https://www.losgatosca.gov/DocumentCenter/View/14937/FAQs-Removal-and--Pruning-Permit-Final?bidId=>

The branches were dead the arborist that cut it indicated

You only saw the tree from the street and did not come into the property to see it even tho I was in my house waiting you, my dog did not either announce that the door bell rang. You indicated that you rang the door bell but I did not hear it and you didn't call me that you were outside, you had my phone number as I had previously called you. Even if you came to see the tree I don't know how you would have been able to know the extent of the disease of the tree by just looking at it. Perhaps you would have since you are also an arborist I just don't know.

I seriously think you could consider this due to the regulation. There are power lines where the tree was it is not practical or safe to plant 3 large trees there or anywhere else in my property.

Thanks!

Cynthia

On Tue, Jul 7, 2020 at 12:59 PM Rob Moulden <rmoulden@losgatosca.gov> wrote:

Cynthia,

I looked at this tree when you applied for permit. It was not dead. I do understand that it had rot but that does not supersede the replacement requirement. The permit was issued because of the rot issues.

Thank you,

Rob

**From:** Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)>  
**Sent:** Tuesday, July 07, 2020 12:28 PM  
**To:** Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)>  
**Cc:** Rob Moulden <[rmoulden@losgatosca.gov](mailto:rmoulden@losgatosca.gov)>  
**Subject:** Re: FW: Large dangerous tree [205 Lester Ln](#) - Replacement requirements

Tammy and Rob,

I could have the arborist that cut the tree witness that the tree was diseased/rotted/ dead. Please let me know when I would hear an answer for his from Rob

Cynthia

On Mon, Jul 6, 2020 at 3:19 PM Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)> wrote:

Rob, please advise if you will be removing the replacement requirement trees from this permit, due to her email below. She noted the tree was dead,

Please advise.

Thank you~



**Tammy Robnett-Illges • Administrative Assistant**

Parks & Public Works • [41 Miles Avenue, Los Gatos CA 95030](#)

Ph: 408.399.5771 • [TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)

[www.losgatosca.gov](http://www.losgatosca.gov) • <https://www.facebook.com/losgatosca>

**From:** Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)>  
**Sent:** Wednesday, July 01, 2020 6:04 PM  
**To:** Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)>  
**Cc:** Rob Moulden <[rmoulden@losgatosca.gov](mailto:rmoulden@losgatosca.gov)>  
**Subject:** Re: FW: Large dangerous tree [205 Lester Ln](#)

Tammy and Robert,

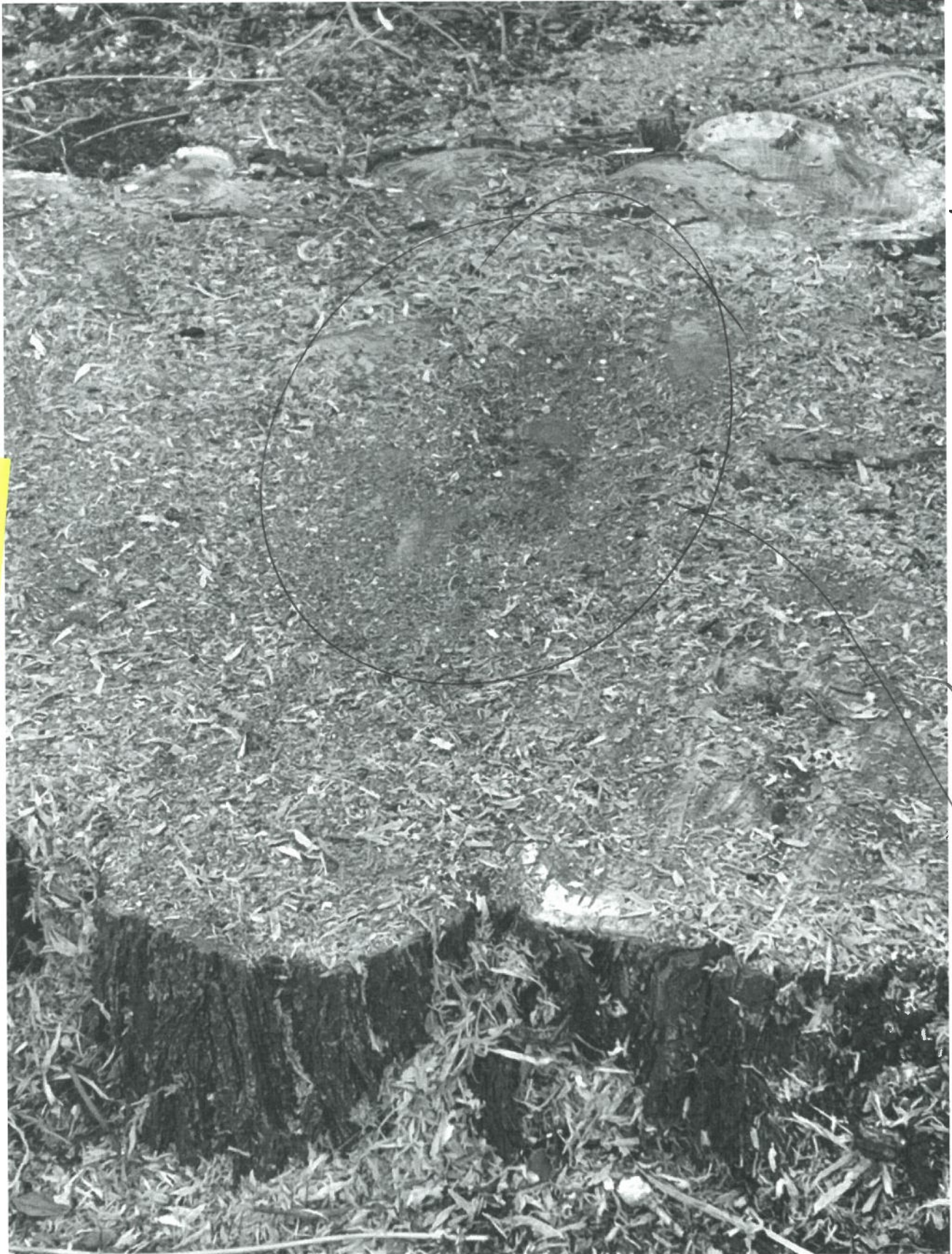
I know the permit was issued w 3 replacement trees but when it was taken down it was discovered the tree was dead with extreme rot inside and the branches at top most were dead. See attached picture you can see water damage in the center.

I have the attached picture, in reviewing the town policy I wouldn't need to replace it with the 3 trees.

Please advise!

Thank you!

Cynthia



Boxed/boxed tree / noticed after removal.  
Tree was dripping large branches on property

On Mon, Jun 29, 2020 at 3:08 PM Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)> wrote:

Rob, please advise if these are acceptable replacement trees.



Thank you~\_😊



**Tammy Robnett-Illges • Administrative Assistant**

Parks & Public Works • [41 Miles Avenue, Los Gatos CA 95030](#)

Ph: 408.399.5771 • [TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)

[www.losgatosca.gov](http://www.losgatosca.gov) • <https://www.facebook.com/losgatosca>

**From:** Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)>  
**Sent:** Monday, June 29, 2020 1:38 PM  
**To:** Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)>  
**Cc:** Rob Moulden <[rmoulden@losgatosca.gov](mailto:rmoulden@losgatosca.gov)>  
**Subject:** Re: FW: Large dangerous tree [205 Lester Ln](#)

How about these 17 gallons banana trees as replacement



On Mon, Jun 29, 2020 at 12:29 PM Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)> wrote:

Hi Cynthia,

I have attached a copy of your tree removal permit. Please note that this permit will have a replacement requirement of 3 - 15gallon trees. I will go ahead and mail out the original.

Take care~ 😊



**Tammy Robnett-Illges • Administrative Assistant**

Parks & Public Works • [41 Miles Avenue, Los Gatos CA 95030](#)

Ph: 408.399.5771 • [TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)

[www.losgatosca.gov](http://www.losgatosca.gov) • <https://www.facebook.com/losgatosca>

**From:** Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)>  
**Sent:** Friday, June 26, 2020 12:46 PM  
**To:** Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)>  
**Cc:** Rob Moulden <[rmoulden@losgatosca.gov](mailto:rmoulden@losgatosca.gov)>  
**Subject:** Re: FW: Large dangerous tree [205 Lester Ln](#)

Tammy,

Rob looked at the tree and said that I should receive the permit to remove the tree this coming Monday 6/29.

Thanks!

Cynthia

On Fri, Jun 26, 2020 at 11:43 AM Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)> wrote:

Oh good, ok, please let me know what his outcome is.

Thanks Rob~ 😊



**Tammy**

**From:** Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)>  
**Sent:** Friday, June 26, 2020 8:41 AM  
**To:** Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)>  
**Cc:** Rob Moulden <[rmoulden@losgatosca.gov](mailto:rmoulden@losgatosca.gov)>  
**Subject:** Re: FW: Large dangerous tree 205 Lester Ln

Tammy,

Rob Moulden is coming to my property to see the tree and tell me if it has to be removed or not today.

Cynthia

On Fri, Jun 26, 2020 at 8:17 AM Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)> wrote:

Hi Cynthia,

Please see attached and let me know if you would like for me to submit your application with the "trim" box checked. I highlighted the area, which is at top of page. This way you are submitting for a tree trim, rather than a tree removal.

I look forward to your reply.



**Tammy Robnett-Illges • Administrative Assistant**

Parks & Public Works • 41 Miles Avenue, Los Gatos CA 95030

Ph: 408.399.5771 • [TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)

[www.losgatosca.gov](http://www.losgatosca.gov) • <https://www.facebook.com/losgatosca>

**From:** Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)>  
**Sent:** Thursday, June 25, 2020 3:09 PM  
**To:** Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)>  
**Cc:** Rob Moulden <[rmoulden@losgatosca.gov](mailto:rmoulden@losgatosca.gov)>  
**Subject:** Re: FW: Large dangerous tree 205 Lester Ln

Where does any payment get sent to?

On Thu, Jun 25, 2020 at 2:19 PM Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)> wrote:

Hi Cynthia,

Please advise if you would like to submit for a Town tree removal permit. If so, I have all of your paperwork ready, we would just need the payment of \$250 for processing.

I look forward to your reply.

Best regards,



**Tammy Robnett-Illges • Administrative Assistant**

Parks & Public Works • [41 Miles Avenue, Los Gatos CA 95030](#)

Ph: 408.399.5771 • [TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)

[www.losgatosca.gov](http://www.losgatosca.gov) • <https://www.facebook.com/losgatosca>

**From:** Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)>

**Sent:** Wednesday, June 24, 2020 8:15 PM

**To:** Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)>

**Subject:** Re: FW: Large dangerous tree [205 Lester Ln](#)

Hi Tammy,

It is actually a Locust tree. I cannot wait 15 days for a permit to prune the tree. It won't be severely pruned but it is a danger right now to people and property and so it has to be done without a permit as it won't be severely pruned.

Cynthia

On Mon, Jun 22, 2020 at 3:59 PM Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)> wrote:

Tammy,

I am not certain it is a black ash but I guessed and put that in the form I sent you a few minutes ago as an attachment, here is a pic of the leaves



On Mon, Jun 22, 2020 at 3:53 PM Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)> wrote:

Hi Tammy,

1. Attached is the pdf with answers to your questions.

Thanks

Cynthia

On Mon, Jun 22, 2020 at 2:50 PM Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)> wrote:

Hi again, also, are you looking to trim or remove the tree? The items that still need to be completed are:

- \*The type/species of this tree
- \*The tree size in diameter (you can measure this with a tape measure)
- \*Are you removing or trimming
- \*\$250.00 submitted with the application for processing

I will be able to print out the photos you sent in and I will attach it to the paperwork once it is received. We have a lockbox outside of our Engineering Dept. front door that you can submit the application and payment into. (or just payment if you want to pdf me the application)

Please let me know which you will be doing.

Take care~ 😊



**Tammy Robnett-Illges • Administrative Assistant**

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[www.losgatosca.gov](https://www.losgatosca.gov) • <https://www.facebook.com/losgatosca>

**From:** Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)>  
**Sent:** Monday, June 22, 2020 9:45 AM  
**To:** Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)>  
**Subject:** Re: FW: Large dangerous tree [205 Lester Ln](#)

Hi Tammy,

Attached is the form with what I can complete.

Many of the check boxes are not applicable.

Please let me know if there is anything else I must complete. The arborist should know the info missing when he comes onsite.

Revised June 28, 2019

**TOWN OF LOS GATOS PARKS AND PUBLIC WORKS DEPARTMENT  
REPLACEMENT CANOPY WORKSHEET**

**Tree Replacement Requirements**

Canopy Size of Removed Tree <sup>1</sup>	Replacement Requirement <sup>2A</sup>	Single Family Residential Replacement Option <sup>3A</sup>
10 feet or less	Two 24 inch box trees	Two 15 gallon trees
More than 10 feet to 25 feet	Three 24 inch box trees	Three 15 gallon trees
More than 25 feet to 40 feet	Four 24 inch box trees; or Two 36 inch box trees	Four 15 gallon trees
More than 40 feet to 55 feet	Six 24 inch box trees; or Three 36 inch box trees	Not Available
Greater than 55 feet	Ten 24 inch box trees; or Five 36 inch box trees	Not Available

<sup>1</sup>The widest measurement shall be used to determine canopy size.

<sup>2</sup>If approved by the Town Arborist, in-lieu fees are as follows:

24" Box Tree	\$250
36" Box Tree	\$500

<sup>3</sup>Single Family Residential Replacement Option is only available for developed single family residential lots under 10,000 square feet that are not subject to the Town's Hillside Development Standards and Guidelines. All 15 gallon trees must be planted on-site. Any approved in-lieu fee for single family residential shall be based on the 24" Box Tree fee above.

<sup>4</sup>Replacement Trees shall be approved by the Town Arborist and shall be of a species suited to the available planting location, proximity to structures, overhead clearances, soil type, compatibility with surrounding canopy and other relevant factors. Replacement with native species shall be strongly encouraged. See attached FAQs for replacement requirements in designated Hillside Areas, which shall comply with Appendix A of the Town's Hillside Development Standards and Guidelines.

Tree #	Canopy Feet	Required Replacement	Proposed Size and Species of Replacement	Proposed In-Lieu Fee
			<b>Total Fee</b>	

\*\*\*Town arborist approval is required for all in lieu fee payment options\*\*\*



**TOWN OF LOS GATOS**

PARKS & PUBLIC WORKS  
SERVICE CENTER  
41 MAIN AVENUE  
LOS GATOS, CA 95030  
(408) 399-3770

**APPLICATION FOR TREE REMOVAL AND/OR PRUNING PERMIT**

Purpose of Application (check all that apply):  Protected Tree Removal  Protected Tree Pruning (more than 25% in a 3 year period)  
 Heritage or Large Protected Tree Removal  Heritage or Large Protected Tree Pruning

Check here if removal or pruning is in compliance with an approved development application. Photos and site plan required.  
 Name of CDD Planner: \_\_\_\_\_ Project Application #: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Check here if removal or pruning deviates in some way from an approved development application (describe on separate sheet if needed)

Check here if property is located within the designated Town of Los Gatos Hillside Area (See FAQ sheet for additional provisions)

Property Owner Name: Cynthia Jaen Phone: 408 202 8292  
 Property Location/Address: 205 Lester Ln, Los Gatos Email: \_\_\_\_\_  
 Mailing Address (if different from above): \_\_\_\_\_  
 Applicant Name (if different from above): Cynthia Jaen Phone: \_\_\_\_\_

I hereby certify that I am the owner of record of the property described above, and that I approve of the action(s) requested herein. I also hereby grant the Town or the Town's agent permission to visit the property to inspect the tree(s) that are covered by this application.

Property Owner's Signature (required): Cynthia Jaen Date: 6/22/2020

Tree #	List of species of all trees. Show corresponding # on Site Plan	Diameter Inches	Canopy Feet	List birds living in tree if any	Remove or Prune	DESCRIBE REASON FOR REMOVAL AND/OR PRUNING

Copy to another sheet if more than 10 trees.

**Notes:**

- Tree numbers should match those in arborist report where applicable.
- Diameter is measured at a height of 4.5' above the average grade.
- Canopy measurement is the widest dimension of the canopy spread.
- Inspect trees prior to removal or major pruning to confirm the absence of active bird nests, particularly during the spring/summer nesting season (February 1 through August 31).
- Replacement Trees are not required if the tree being removed is dead or has a Tree Risk Rating of Extreme or High, as determined by the Town Arborist.
- Fee is \$250 for first tree, and \$125 for each additional tree.

Check here if replacement trees cannot be reasonably replanted on site and payment of an in-lieu fee is requested. Town arborist approval is required for all in-lieu fee payment options. See reverse for more information on replacement requirements.

\*\*\*For Office Use Only\*\*\*

Application Number: \_\_\_\_\_  
 Total Number Tree(s): \_\_\_\_\_  
 Payment Amount Received: \_\_\_\_\_ [TREEREM]  
 Check Number: \_\_\_\_\_  
 Credit Card Auth.: \_\_\_\_\_  
 Inspection Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Initials \_\_\_\_\_

**IMPORTANT:** Be sure to provide the following required documents when submitting the application:

- Photos and site plan of tree(s) proposed for removal or pruning. For pruning, proposed cuts should be indicated on photo.
- Completed Tree Replacement Worksheet. See reverse for replacement tree requirements and worksheet.
- Fee payment made using cash, check or credit card (VISA/MasterCard only).
- Notification required for Heritage and Large Protected Tree Permits only. See attached FAQs for guidelines.

Thanks

Cynthia

On Mon, Jun 22, 2020 at 9:34 AM Tammy Robnett-Illges <TRobnett-Illges@losgatosca.gov> wrote:

Good morning,

I have attached the Town's tree removal/trimming application for you to fill out. Once we receive this back, the Town arborist will review and we will process the permit. I will attach the photos below to your paperwork once it's received.

If any questions, please feel free to get back in touch.

Best regards,



**Tammy Robnett-Illges • Administrative Assistant**

Parks & Public Works • [41 Miles Avenue, Los Gatos CA 95030](#)

Ph: 408.399.5771 • [TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)

[www.losgatosca.gov](http://www.losgatosca.gov) • <https://www.facebook.com/losgatosca>

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**From:** Town PPW <[ppw@losgatosca.gov](mailto:ppw@losgatosca.gov)>  
**Sent:** Monday, June 22, 2020 8:59 AM  
**To:** Tammy Robnett-Illges <[TRobnett-Illges@losgatosca.gov](mailto:TRobnett-Illges@losgatosca.gov)>  
**Cc:** Town PPW <[ppw@losgatosca.gov](mailto:ppw@losgatosca.gov)>  
**Subject:** FW: Large dangerous tree [205 Lester Ln](#)

Good morning Tammy,

Please see the email below.

Meredith Johnston

**From:** Cynthia Jaen <[cynthiamjaen@gmail.com](mailto:cynthiamjaen@gmail.com)>  
**Sent:** Monday, June 22, 2020 8:56 AM  
**To:** Town PPW <[ppw@losgatosca.gov](mailto:ppw@losgatosca.gov)>  
**Subject:** Large dangerous tree [205 Lester Ln](#)

Hi Sir or Madam,

I need help to evaluate the tree in my backyard for urgent significant trimming or removal.  
Need a permit from town?