



CITY OF NEWPORT BEACH

MUNICIPAL OPERATIONS DEPARTMENT

CITY COUNCIL POLICY G-1

Supplemental Tree Trimming Procedures

Applicants, per the policy, have the option to have City trees in their parkway or the City Right-of-Way trimmed by incurring the costs of such services per the following procedures:

Review City Council Policy G-1 regarding Tree Trimming Standards and Supplemental Tree Trimming. Supplemental tree trimming shall be in accordance with the standards of the International Society of Arboriculture (ISA) or with standards applied to a particular area prior to the adoption of the ISA standards in the City. These standards may include practices to enhance public and private views as necessary. However, since these practices often require 'topping' or possible disfiguring of a tree(s) and are often aesthetically displeasing and injurious to a tree, reforestation shall only be considered when supplemental tree trimming is impractical or infeasible as determined by the Urban Forester. Please refer to Policy G-1 at the City's website: <http://www.newportbeachca.gov>, City Government, City Council, Council Policy Manual.

1. The completed Supplemental Tree Trimming Request Form must be submitted to the Urban Forester by the property owner or the board of a legally established community association specifying the number of City trees to be trimmed and the location of each tree by address. The cost of supplemental tree trimming will be \$180.00 for each tree. Additionally, a check made payable to the City of Newport Beach must be included in the letter.
2. After the tree trimming request has been verified by a site visit, the trimming will be scheduled by the Urban Forester, normally within 60 days. The Urban Forester will group multiple requests in a geographic area prior to scheduling supplemental tree trimming. A pre-trim meeting will be scheduled on site by staff and the City tree trimming contractor with an association board representative to ensure detailed directions are given to the City contractor. Pre-trim meetings will not be scheduled for individual tree trimming requests not related to an association request.
3. All supplemental trimming will be performed by the City tree trimming contractor under the supervision of the Urban Forester.



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SUPPLEMENTAL TREE TRIMMING REQUEST FORM

To initiate the process, please send the following to John Conway, Urban Forester:

- Completed Supplemental Tree Trimming Form;
- Approval letter from the Homeowners Association, if applicant resides in a community with an active association; and
- Check(s) payable to the *City of Newport Beach* in the amount of \$180.00 per tree.

Mail to:

Municipal Operations Department
City of Newport Beach
100 Civic Center Drive
PO Box 1768
Newport Beach, CA 92658-8915

Applicant's Name and Address:

Phone Number:

Address where tree(s) is/are located:

Property owner closest to the tree(s), if different from applicant:

Signature:

Printed Name:

Address:

If the tree(s) requested for trimming is not located in front of applicant's address, has the property owner closest to the tree been notified? Yes _____ No _____

If the tree(s) requested for trimming is located in a community with a Homeowners Association, has the Homeowners Association been notified? Yes _____ No _____

Homeowners Association Name: _____

Date: _____

Trimming Request*: _____

* Supplemental tree trimming shall be completed in accordance with ISA Standards per City Council Policy G-1.

Note: The City will notify the property owner of the date of trimming, however, a specific time of day cannot be set.

For Office Use Only

Homeowners Association Approval: Y / N Date: _____ Number of trees to be trimmed: _____

Amount enclosed: _____ Date received: _____