



## CITY OF NEWPORT BEACH

Public Works Department  
Municipal Operations Division  
592 Superior Avenue  
Newport Beach, California 92663  
949 644-3055 | 949 650-0747 FAX  
[www.newportbeachca.gov/municipaloperations](http://www.newportbeachca.gov/municipaloperations)

### **Supplemental Tree Trimming Procedures City Council Policy G-1, Retention, Removal and Maintenance of City Trees**

Applicants may request additional tree trimming, at their expense, per City Council Policy G-1, Retention, Removal and Maintenance of City Trees (Policy G-1), by following the steps below:

Review Policy G-1 sections VIII and IX, 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' that possibly disfigures the tree(s) and are often aesthetically displeasing and injurious to a tree, reforestation shall be considered when supplemental tree trimming is impractical or infeasible as determined by the City Arborist. Please refer to Policy G-1 at the City of Newport Beach's (City) website: <http://www.newportbeachca.gov>, City Council, Council Policy Manual.

1. The completed Supplemental Tree Trimming Form (below) must be submitted to the City Arborist 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 \$217.46 per tree. A check made payable to the City of Newport Beach must be included with the letter.
2. After the tree trimming request has been verified by a site visit, the trimming will be scheduled by the City Arborist, normally within 60 days. The City Arborist will group multiple requests in a geographic area prior to scheduling supplemental tree trimming. For requests with multiple trees and/or when governed by an association, 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.
3. All supplemental trimming will be performed by the City tree trimming contractor under the supervision of the City Arborist.
4. Palm skinning, the removal of dead leaf bases, is \$14.49 per foot.

**SUPPLEMENTAL TREE TRIMMING FORM**

To initiate the process, please send the following to the address below:

- o Completed Supplemental Tree Trimming Form;
- o Approval letter from the Homeowners Association, if applicant resides within a community with an active association; and
- o Check(s) payable to the City of Newport Beach.

Mail to:

City of Newport Beach  
 Revenue Division, Bay A, First Level  
 100 Civic Center  
 Newport Beach, CA 92663

**APPLICANT'S NAME AND ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant's 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: \_\_\_\_\_

Homeowners Association Contact and Phone Number: \_\_\_\_\_

**Homeowners Association Approval Date:** \_\_\_\_\_

**Trimming Request\*:** Number of trees to be trimmed  @ \$217.46 per tree =

\*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: \_\_\_\_\_

**\*Please use charge code MOD023**

**\*Please scan the application, supporting documents, and copy of receipt to John Nelson and Kevin Pekar**