

## **GUIDELINES AND REQUIREMENTS FOR REGULATED TREES**

This Information Bulletin provides guidelines, requirements and general information for the protection and preservation of Native Protected Trees/Shrubs and Street Trees.

### **TREE PERMIT REQUIREMENTS**

Pursuant to The Los Angeles Municipal Code ([LAMC Section 46.00-46.06](#)), The City of Los Angeles requires property owners to apply for and obtain a permit from the Board of Public Works or its designated officer or employee at StreetsLA's Urban Forestry Division (UFD), prior to relocating or removing any protected tree or shrub (Native Protected Trees).

Pursuant to The Los Angeles Municipal Code ([LAMC Section 62.162 and 62.169](#)), The City of Los Angeles requires property owners to apply for and obtain a permit from the Board of Public Works or its designated officer or employee at StreetsLA's Urban Forestry Division (UFD), prior to removing, trimming or root pruning any tree within the public right of way (Street Trees).

For further info please contact the Urban Forestry Division through the Customer Care Desk at 213 847-3077 or [bss.urbanforestry@lacity.org](mailto:bss.urbanforestry@lacity.org)

- **NATIVE PROTECTED TREES - In Private Property**

The term "removed" or "removal" shall include any act that will cause a protected tree or shrub to die, including, but not limited to, acts that inflict damage upon the root system or other part of the tree or shrub by fire, application of toxic substances, operation of equipment or machinery, or by changing the natural grade of land by excavation or filling the drip line area around the trunk.

"PROTECTED TREE OR SHRUB" means any of the following Southern California indigenous tree/shrub species, which measures four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the tree/shrub.

**Protected Trees:**

- (a) Oak tree including Valley Oak (*Quercus lobata*) and California Live Oak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to California but excluding the Scrub Oak (*Quercus berberidifolia*).
- (b) Southern California Black Walnut (*Juglans californica*).
- (c) Western Sycamore (*Platanus racemosa*).
- (d) California Bay (*Umbellularia californica*).

**Protected Shrubs:**

- (a) Mexican Elderberry (*Sambucus mexicana*).
- (b) Toyon (*Heteromeles arbutifolia*).

This definition shall not include any tree or shrub grown or held for sale by a licensed nursery, or trees or shrubs planted or grown as a part of a planting program.

## TREE PRESERVATION GUIDELINES FOR APPLICANT AND PERMIT HOLDER

### Design Phase:

Identify any private property native protected tree(s)/shrub(s) on or adjacent to the lot(s) where proposed construction will occur and clearly show the location of any protected tree(s)/shrub(s) on the drafted plans. Consult with a tree expert regarding Best Management Practices for Tree Preservation and Construction around trees. To the extent feasible; Applicants should seek to design structures in a manner that limits or eliminates impact to existing trees/shrubs.

### Plan Check Phase:

Native protected trees within the drafted plan and meeting the parameters listed in the [Building Permit Clearance Handbook](#) will be referred to UFD via a clearance. A clearance summary worksheet will be provided to the permit applicant with contact information for UFD to obtain clearance approval. A clearance from UFD may delay the building permit process and it is recommended to seek immediate attention from UFD.

### Construction Phase:

Specific conditions for tree protection are prescribed within approved Protected Tree Reports and should be observed throughout the entire construction phase to prevent a potential violation of the LAMC. Protective fencing around the prescribed Tree Protection Zone (TPZ) should be properly installed and maintained throughout construction. Applicants are fully responsible for protecting private property native protected trees from any potential impact caused by grading, operation of equipment or machinery, changing the natural grade of land by excavation or filling within the dripline that 'will cause a tree to die'.

- **STREET TREES- Any tree in the public right of way**

## TREE PRESERVATION GUIDELINES FOR APPLICANT AND PERMIT HOLDER

### Design phase

Identify any Street trees adjacent to the lot(s) where proposed construction will occur. Consult with a tree expert regarding Best Management Practices for tree preservation and construction around trees. To the extent feasible; Where street trees exist, locate building access (driveway approach), DWP transformer staging, and staging of temporary construction activities, to best preserve street trees where feasible.

### Plan Check Phase:

Street trees within the drafted plan and meeting the parameters listed in the [Building Permit Clearance Handbook](#) will be referred to UFD via a clearance. A clearance summary worksheet will be provided to the permit applicant with contact information for UFD to obtain clearance approval. A clearance from UFD may delay the building permit process and it is recommended to seek immediate attention from UFD.

### Construction Phase:

It is recommended to install, monitor and maintain adequate protective fencing before and during construction to protect the tree and its roots from any potential impact caused by grading, operation of equipment or machinery, changing the natural grade of land by excavation or filling within the dripline

Reference: [LAMC 62.174](#) *No person shall pile building material, or other material, about any tree, plant or shrub in any street in any manner that will in any way injure such tree, plant or shrub*

## **CLEARANCES REQUIRED BY PUBLIC WORKS / STREETS LA'S URBAN FORESTRY DIVISION**

A Clearance from StreetsLA may delay the building permit process and it is recommended to seek immediate attention from UFD. Applicants shall request for review of clearances by using an Angeleno Account, logging in to <https://dscsr.lacity.org> and selecting StreetsLA as the agency and Urban Forestry Division as the office/location. An arborist report by a Tree Expert as defined in [LAMC 17.02](#) may be required per StreetsLA's Urban Forestry Division. Please contact the Urban Forestry Division at 213 847-3077 or [bss.urbanforestry@lacity.org](mailto:bss.urbanforestry@lacity.org) to obtain further information.

For StreetsLA's Urban Forestry Division/Tree related Building Permit Clearances (Clearance Summary Worksheet) or Tree Permits, Please contact Public Works / StreetsLA/ Urban Forestry Division: [bss.urbanforestry@lacity.org](mailto:bss.urbanforestry@lacity.org)

## **WARNING AND CONSEQUENCES**

Failure to obtain required tree permits or mitigate damage or injury to trees before and during construction may result in a violation of the LAMC. Upon confirmation by a city public officer or inspector that a violation of the LAMC tree regulations has taken place, the responsible person may be subject to the following:

1. Misdemeanor by BSS/Investigation and Enforcement Division (IED).  
*(applicable to street tree violations)*
2. Administrative Citation (ACE) by BSS/Investigation and Enforcement Division (IED).  
*(applicable to street tree violations)*
3. Delay in issuance of Certificate of Occupancy.  
*(applicable to street tree violations)*
4. A Notice to Comply (NTC) by BSS, imposing corrective measures/conditions.  
*(applicable to Street Tree/Private Property Native Protected Tree Violations)*
5. Withholding or revocation of Building permits for a period of up to 10 years.  
*(applicable only to Private Property Native Protected Tree Violations)*

The above noted enforcement actions could result in significant project delays.

General information: [MYLA311](#).