



Coastal Zone Ministerial Tree Permit Instructions and Application

County of Ventura • Resources Management Agency • Planning Division

800 S. Victoria Ave., Ventura, CA 93009 • (805)654-2488 • www.vcrma.org/tree-permits-and-the-tree-protection-ordinance

1. The attached application is for the alteration or removal of one or more non-native or non-native invasive tree(s) or the alteration or pruning of one or more protected tree(s) that are located in the coastal zone¹ that may be allowed with a zoning clearance according to the Ventura County Coastal Zoning Ordinance (CZO) Sec. 8178-7.5.2 (Zoning Clearance). The application may also be used to authorize the encroachment of development into a protected tree's tree protection zone (TPZ) of an amount that is less than 10 percent, or pruning of a protected tree's live limbs of an amount that is less than 20 percent of its tree canopy.
2. The document *Submittal Requirements for Tree Permits and Authorizations in the Coastal Zone* (Tree Doc CZ-A)², provides detailed information on submittal requirements for a zoning clearance and a zoning clearance with inspection. Please review that document before completing this application. For ministerial permits, the document *Performance Standards for Ministerial Permits* (Tree Doc M-PS) also provide useful information on tree protection measures during construction. Verification that the tree protection measures were in place throughout the time of construction may be requested by the Planning Division.
3. Other rules apply, including the development standards for protected trees. The applicant is advised to also review the actual Tree Protection Regulations in Sec. 8178-7 of the CZO before completing this application.
4. An application will not be deemed complete until the following are submitted (also see table below):
 - Completed Coastal Zone Ministerial Tree Permit Application (see attachment)
 - Two to four colored photos of affected tree clearly illustrating the reason for the request and the location of the tree(s) relative to nearby vegetation or landmark
 - Site Sketch or Plan (reviewed and approved by a certified arborist)
 - Bird Nesting Survey Report completed by a qualified biologist or ornithologist (if tree alteration is proposed between January 1 through September 15)
 - Arborist Verification Form completed by a certified arborist, qualified biologist, or a qualified tree consultant³ (including Tree Protection Measures in Tree Doc M-5)
 - Documented Inspection by a certified arborist or tree trimmer (for the encroachment of development into a TPZ or for pruning of a protected tree's live limbs)
 - Permit application fee⁴
 - Other required documentation as requested by the Planning Division

¹ This application can be used to determine the zone for parcels: www.vcrma.org/what-s-my-zoning.

² <https://vcrma.org/tree-permits-and-the-tree-protection-ordinance>

³ "Tree, Qualified Consultant" - An individual who is a *certified arborist* or an individual who can demonstrate, to the satisfaction of the Planning Director, that he or she possesses the necessary *certifications*, experience, and skills to provide competent advice as required by the applicable provisions of this Chapter. "Biologist, Qualified" is a person who graduated from an accredited college or university with a bachelor or higher degree in biology, botany, wildlife biology, natural resources, ecology, conservation biology or environmental biology, and who also possesses at least four years of professional experience with the preparation of biological resources assessments. The County's staff biologist serves as a qualified biologist with the authority to review permit application materials prepared by other qualified biologists.

⁴ The Planning Division's Fee Schedule can be found here: www.vcrma.org/planning-division-fees.

Based on the above information, and in some cases after site visit, the Ventura County Planning Division will approve or deny the request. The application fee is non-refundable.

See table below for application materials required for each of the actions permitted through a ministerial tree permit.

	Bird survey (if between Jan 1 and Sep 15)	Two to four colored photographs	Site sketch or plan	Arborist Verification Forms	Planning Division Inspection
Removal of non-native or non-native invasive tree (8178-7.5.2a)	X	X	X	Tree Form M5 (if other trees are affected)	
Alteration of protected tree below or adjacent to public overhead lines (Sec. 8178-7.5.2b)	X	X	X	Tree Form M4 and Tree Form M5 (if other trees are affected)	
Encroachment of less than 10% (8178-7.5.2.1a)	X	X	X	Tree Form M4 and Tree Form M5	X
Pruning of live limbs or removing more than 20% of tree canopy (Sec 8178-7.5.2.1b)	X	X	X	Tree Form M5	X

5. Applications that are incomplete or include plans that do not meet the standards will be returned to the applicant and not accepted for processing until the missing materials are provided, or until the standards are met.
6. An accurate account of the proposed project must be provided or the tree permit may be subsequently nullified, or enforcement penalties may be applied according to CZO Article 14.
7. Tree permits will only be issued on "legal lots", if there are no violations associated with the property, and if the applicant has no outstanding invoices with the Resource Management Agency, and all other applicable standards are met. If a Notice of Violation has not been corrected for the site, the tree permit may be nullified.
8. Refunds will not be provided after a tree permit has been approved or denied.
9. The processing time of ministerial tree permits varies based on the specific request and the Division's work load. Some are issued on the same day that the application is received, and some may take up to four business days.

It is a violation of the ordinance to prune or trim protected trees in a manner that does not adhere to [International Society of Arboriculture standards](#).



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1. Property Where Work will be Performed and Property Owner Information

Site Address _____ Parcel (APN)# _____
 Property Owner(s) Name _____ Parcel Size (square feet) _____
 Phone # (_____) _____ Email _____
 Mailing Address _____
 City/State/Zip _____

2. Applicant Information (if different than owner)

Name _____ Relationship to Owner _____
 Phone # (_____) _____ Email _____
 Mailing Address _____
 City/State/Zip _____

3. Tree Information

Please list in the following table all protected trees that are directly part of this request, as well as other protected trees on the site whose tree protection zones (TPZ) are within 20' of the limits of the construction area (including access drives and utility easements) or within 10' of other trees proposed for removal. Also include trees growing on adjacent parcels if their TPZ extends onto the subject parcel. The TPZ extends in a radius from the trunk to 5' beyond the dripline, or a minimum of 15' from the trunk – whichever is greater. See the *Submittal Requirements for Tree Permits & Authorizations* for illustrations of the TPZ. Complete each row describing the number of each tree, or stand of trees of the same species. Also include whether it is a heritage tree and describe the specific location. Attach another sheet if needed)

ID #	# of Trees	Tree Species	Heritage ⁵ Yes/No	Tree Location** (include reference to a fixed landmark)
Ex.	1	Black Acacia	No	Backyard; 6' 4" from SE corner of house.
1				
2				

⁵ See CZO Sec. 8178-7.3.4 for definition of "Heritage Tree". Also see (www.docs.vcrma.org/images/pdf/planning/tree-permits/Historical_Trees_in_VTA_County.pdf) for a list of designated heritage trees.

ID #	# of Trees	Tree Species	Heritage ⁵ Yes/No	Tree Location** (include reference to a fixed landmark)
3				
4				
5				

*Girth is the circumference of the trunk, generally measured at 4.5' above the ground. (This position may vary depending upon where the waist of the tree is—the narrowest trunk point is typically the goal—and many other factors.) If there are multiple trunks, measure each and add their measurements together; for heritage trees only the two largest trunks are measured.

**Where a tree to be removed or trimmed straddles a property line, written consent of the adjacent property owner is required.

4. Requested Action

Complete each row describing the requested action for either tree removal, alterations, or encroachment.

ID #	Action (remove, alter, encroach)	Reason for Request (e.g., dead, hazardous, reasonable use of property)
Ex.	Construction encroachment	Reasonable use of property which is very small parcel. Includes construction & grading within TPZ in order for a room addition.
1		
2		
3		
4		
5		

If request is for encroachment into the tree protection zone, describe the encroachment in more detail (e.g., grading will extend into the tree protection zone x feet, etc.). Only encroachments of less than 10 percent into a protected tree's tree protection zone are allowed with a zoning clearance with inspection. If the reason for encroachment is for reasonable use of property, also explain how the tree as it stands denies reasonable use of property. _____

STAFF USE ONLY

Zoning:		Other permits (case #s) associated with property:	
Documentation received: <input type="checkbox"/> Color Photos # _____ <input type="checkbox"/> Site Sketch or Plan <input type="checkbox"/> Bird Nesting Survey Report (Jan 1 – Sep 15) <input type="checkbox"/> Arborist Inspection Arborist Verification: <input type="checkbox"/> Dead Tree <input type="checkbox"/> Major Pruning <input type="checkbox"/> Hazardous or Conflicting Tree <input type="checkbox"/> Tree Status <input type="checkbox"/> Tree Protection Measures <input type="checkbox"/> Contractor Verification <input type="checkbox"/> Documented Inspection (as needed)		Required documentation received (per <i>Submittal Requirements for Permits & Approvals</i>): Y N Does the documentation support the request? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the request require a final inspection (Zoning Clearance with Inspection)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tree #	Request for (removal, alteration, encroachment)	Code section that justifies (See Submittal Requirements for Permits & Authorizations)	Action (approved/denied/no action)
1			
2			
3			
4			
5			
Date:		Staff:	