



## TREE REMOVAL PERMIT APPLICATION

PERMIT FEE: \$42.44  
MITIGATION FEE: TBD  
STAFF TIME: TBD  
CREDIT CARD FEE 3%

### CONTACT

Public Works Department  
City of Calistoga  
414 Washington Street  
Calistoga, CA 94515

M-F 8:00am – 12:00pm  
1:00pm – 4:30pm

Melissa Velasquez  
PH: 707-942-2828  
FX: 707-942-9472

Send completed application and  
required documents to:  
[mvelasquez@calistogaca.gov](mailto:mvelasquez@calistogaca.gov)

### Contractors/Businesses must provide the following:

#### City of Calistoga Business License

Apply for a business license at:

<https://calistoga.bizlicenseonline.com/>

Please print confirmation of payment as it will be your temporary business license.

**Commercial General Liability Insurance** no less broad than ISO form CG 00 01 with minimum limits of \$1,000,000 per Occurrence; \$2,000,000 General Aggregate.

**Certificate of Insurance** **specifically naming** the City of Calistoga as additional insured; an Additional Insured Endorsement at least as broad as ISO form CG 20 12 or 20 26 and CG 20 37 must also be provided.

**Workers' Compensation** with statutory limits as required by the State of California Labor Code. The Workers' Compensation policy shall be endorsed with a **waiver of subrogation** in favor of the City for all work performed by the Permittee, its employees, agents and subcontractors.

**Homeowner as "Applicant"** is the responsible party applying for a permit and must provide a copy of their homeowner's Liability Insurance.

**Mitigation Measures** may be required to offset any tree removal. Tree mitigation deposits shall be a minimum of \$291.75 for each tree removed. Mitigation deposits on the protected Valley Oak is \$875.25 for each tree removed. Replacement trees shall be a minimum of 15-gallon container and 8-12ft tall. Any tree replacement on Lincoln Avenue shall be determined by the City. A list of suggested trees available upon request.

**Mitigation Deposits** will be held until the new tree(s) have been planted or for a period of 60 days, whichever is less. If mitigation is not met within 60 days, the deposit will be forfeited unless more time has been approved by the Public Works Department.

**Forfeited Mitigation Monies** to be deposited into the city's tree fund. This fund is used to plant new trees, trim and replace existing trees within city parks.

**C.M.C. 8.21.020 USE OF GAS-POWERED LEAF BLOWERS PROHIBITED**



City of Calistoga Public Works  
414 Washington Street  
Calistoga, CA 94515  
Phone: (707) 942-2828  
Fax: (707) 942-9472  
mvelasquez@ci.calistoga.ca.us

Fill in the form and print. Then either  
scan & email, or fax, to contact at left

## TREE REMOVAL PERMIT

**C.M.C. 8.21.020 USE OF GAS-POWERED LEAF BLOWERS PROHIBITED**

Permit No.  

**TP -**

A City permit is required for removal of (a) any tree with a diameter at breast height (DBH) of 12" or greater; (b) any native oak with a DBH greater than 6"; (c) any Valley Oak, seedling, sapling, or older; (d) any tree bearing an active nest of a fully protected bird (see *Fish and Game Code Section 3511*). An Arborist report may also be required. See Calistoga Municipal Code Section 19.01.040 for details. (See instructions on Page 2)

Location of Removal:  Applicant:

Applicant Address:  Phone:

Cell:

Property Owner:  Fax:

Applicant Is: ☐ Property Owner ☐ Tree Service ☐ Utility Company ☐ Other Email:

Begin Date:  End Date:

Contractor License #:  City Business License #:  Calistoga Business License GO TO: [calistoga.bizlicenseonline.com](http://calistoga.bizlicenseonline.com)  
Pay online and receive email confirmation as receipt.

☐ Check Box if you will be working on or over the Public Right-of-Way **If you checked LEFT BOX, an Encroachment Permit will be required. An application can be downloaded at: [www.ci.calistoga.ca.us](http://www.ci.calistoga.ca.us). Click **I Want to:** from dropdown on main webpage.**

Identify and describe tree(s) to be removed and state reason(s). Attach additional pages if necessary.

Number	Diameter DBH	Tree Type	Reason for Removal
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<p><b>Sketch site plan (aerial view) of the location of tree(s) and their drip line(s)</b> <b>Show the following:</b></p> <p>1. Location, size and species of protected tree(s) to be removed.</p> <p>2. Existing and/or proposed footprint of the structure(s), paving, and landscape areas.</p> <p>3. Adjacent street name(s).</p> <p>Please circle or label tree(s) to be removed.</p>	<p style="text-align: center;">SKETCH SITE PLAN</p> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 20px auto; text-align: center; padding: 5px;">HOUSE or STRUCTURE</div> <p style="text-align: center;">Street</p>
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### INSTRUCTIONS FOR TREE REMOVAL APPLICATION

This packet contains filing forms and instructions for completing a tree removal application. Calistoga Municipal Code Section 19 should be reviewed for standards associated with tree removal.

**PROCESS:** Once a complete tree application has been submitted, it will be reviewed by the City Director of Public Works or his representative. This review may take up to 10 working days after submission of a complete application but we strive to process all applications as quickly as possible. Mitigation measures may be required to offset any tree removal. The Director of Public Works or his representative will determine the number of trees that must be planted as mitigation for any tree removal. Determining factors include the remaining trees by their size, age and type.

**AS OF JULY 1, 2025: Tree mitigation deposit shall be \$291.75 for each tree to be mitigated; tree size shall be minimum of 15-gallon container. SPECIAL NOTE: Any tree replacements on Lincoln Avenue shall be determined by the City.**

If work will be performed on or over the public right-of way, an Encroachment Permit is required. A Encroachment Permit Application may be obtained by going to the City's website at [www.ci.calistoga.ca.us](http://www.ci.calistoga.ca.us) and clicking on "I Want To..." or pick one up at the Public Works Department.

#### INSURANCE REQUIREMENTS:

##### **Tree Companies:**

- General Liability with a separate endorsement naming the City of Calistoga, its officers, officials, employees and volunteers as additional insured.  
Note: Should an applicant submit a blanket additional insured separate endorsement, signature of this application secures this as an agreement releasing the City of Calistoga of any and all liability with any work performed under this permit.
- Worker's Compensation.

##### **Homeowners:**

- Copy of homeowner's liability insurance certificate.

*If tree mitigation is required, a deposit of **\$291.75 (per ) tree** will be held until the new tree(s) have been planted or for a period of 60 days, whichever is less. If mitigation is NOT met within 60 days, the deposit will be forfeited unless more time has been approved by Public Works.*

***The City will accept forfeited mitigation monies to be deposited into the city's tree fund. This fund is used to plant new trees, trim existing and replace existing trees within our city parks.***

Initial:

The undersigned has read and agrees to comply with all ordinances, regulations and specifications that may apply, or be required as conditions upon which this permit is issued. ( Please complete this form in its entirety. You may fax, e-mail or hand-deliver this application )

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **FOR CITY USE ONLY**

<b>TREE REMOVAL PERMIT FEE (TR)</b>		\$42.44	CASH	
STAFF TIME (65)		\$	CHECK #	
SUBTOTAL			CREDIT CARD	
CREDIT CARD FEE (87)		.03	DATE	
TOTAL DUE			INITIALS	
<b>TREE MITIGATION FEE (TR-2261)</b>	#	\$291.75	CASH	
SUBTOTAL			CHECK #	
CREDIT CARD FEE (87)		.03	CREDIT CARD	
TOTAL DUE			DATE	
PAID BY			INITIALS	

Certificates/Endorsements on file: Yes \_\_\_\_\_ No \_\_\_\_\_

Field Inspected by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

Reason Denied: \_\_\_\_\_ Staff Initials: \_\_\_\_\_