Cerritos Permit Hub

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

COMMERCIAL/INDUSTRIAL/HOA TREE REMOVAL APPLICATION GUIDE

City of Cerritos approval is required prior to the removal of any privately-owned tree located on a commercial, industrial, or in a multifamily residential property or a common area governed by a homeowners association (HOA). This Commercial/Industrial/Homeowners Association (HOA) Administrative Tree Removal Application is intended for the proposed removal of trees that are dead, dying, diseased, and/or constitute a public nuisance. For the proposed removal of trees that do not meet these criteria, please consult with the Department of Community Development for the appropriate application and approval process.

Level of review: This application is subject to review administratively by City of Cerritos staff. Trees that do not meet the criteria for staff-level approval may be denied, and the applicant will be directed to file a separate HOA Discretionary Tree Removal Application for review by both City staff and the Cerritos Planning Commission at a public hearing.

How to Apply

1) Visit **permits.cerritos.gov** and set up a user account. Click “Log In” at top right corner. Select “Create a Profile”. Then, enter contact information, and create a password.
2) The following supplemental attachments are required to be uploaded online for your application to be deemed complete:

☐ Tree Reforestation Plan prepared by a Qualified Landscape Professional.

- Site Plan/Aerial Photo Specifications: For the Tree Reforestation Plan, each site plan or aerial photo (11" x 17" sheet) shall show the following:
- Primary property address
- Name of HOA or development, if applicable
- North arrow
- Labeled streets
- Location of each tree, numbered according to the tree legend
- Minimum 4" by 6" blank/white area for approval stamp
- Drawing/photo must be clear and legible.
- Photograph Specifications: The photograph sheets (minimum 8.5" x 11") shall show at least one color photo (minimum 4" x 6") of each tree proposed for removal, numbered according to the tree legend

☐ Tree Disposition Plan.

- Site plan and/or aerial photo (11" x 17" sheet) identifying the location and condition of the subject tree(s) to be removed within the HOA common area, numbered according to the tree legend. Trees eligible for removal must be dead, dying, diseased, and/or constitute a public nuisance as determined by the Director of Public Works or his/her designee.
- Tree legend
- Photographs of the subject tree(s)
- Supporting documentation (minimum 8.5" x 11") illustrating the reason(s) for tree removal

☐ Tree Replacement Plan
- Site plan and/or aerial photo (11" x 17" sheet) identifying the location and type of replacement tree(s) that is required to be comparable in size and shape to the corresponding subject tree(s) being removed
- Tree legend

☐ Planting Plan Detail
- The Planting Plan Detail is required only when the replacement tree is to be located in an alternative location and shall include:
- Drawing (8.5" x 11" or 11" x 17" sheet) identifying the plant material (shrubs and/or groundcover) to be installed in the subject area

☐ Schedule of Performance
- The Schedule of Performance establishes the timeframe for completing the removal and replacement of City-approved trees and/or the phased removal and replacement of City-approved trees over an extended period of time. The Schedule of Performance shall include:
- Document (8.5" x 11" sheet) identifying the outer date (month and year) planned for completion of the removal and replacement of each tree.
- If a phased schedule is proposed, the outer date (month and year) corresponding to each tree, numbered according to the tree legend.

☐ HOA Board Approval Letter
- Evidence of HOA Board approval of the proposed Tree Removal Application and Tree Reforestation Plan shall be provided in the form of a letter from the HOA Board President or other designated officer in support of the application. One of the following shall be attached to the letter:
  - Resolution of the HOA Board approving the Tree Removal Application and Tree Reforestation Plan; OR
  - Meeting minutes documenting the HOA Board's approval of the Tree Removal Application and Tree Reforestation Plan

All attachments must be uploaded as PDF documents.

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

3) Business License Requirement

☐ If applying as a contractor, please upload a copy of the Contractor State License Pocket Card. If you are applying as an agent on behalf of the owner or licensed contractor, you will need to also upload a notarized Letter of Authorization. A Letter of Authorization is only valid for one (1) year from the date of the authorized letter. Undated letters are not accepted. Notary stamps must be legible and valid. You are required to obtain a City Business License prior to permit issuance. You can apply for a City Business License at businesslicense.cerritos.gov. If you are applying as owner-builder, proof of property ownership is required to be submitted.

Should you have any questions, please do not hesitate to contact the Department of Community Development at (562) 916-1201.

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Tree Removals Standards

In accordance with Section 8 of the City of Cerritos Tree Preservation Manual, the following standards shall apply for all administrative tree removals:

Eligibility

Administrative tree removal approval may be granted by the City of Cerritos when a privately-owned tree has been qualified by City staff as dead, dying, diseased, and/or constituting a public nuisance as determined by the Director of Public Works or his/her designee. "Public nuisance" means any dead, diseased, infested, leaning or dying privately-owned and maintained tree located on private property that poses a danger or threat to public and/or quasi-public property or the life, health, or safety of members of the general public. "Public nuisance" also means a tree on private property that is causing significant structural damage to public and/or quasi-public property, as determined by the Director of Public Works or his/her designee.

Prior Written Review/Approval

No tree shall be removed without prior written authorization from the respective HOA and subsequent approval by the Department of Community Development. With the submittal of a completed application and required supplemental information, City staff will conduct an inspection and, upon determining whether the trees meet the eligibility criteria outlined above, will either provide written approval of the Administrative Tree Removal Application and/or authorize consideration of a Discretionary Tree Removal Application by the Planning Commission at a duly noticed public meeting.

Replacement of Prior Removed Trees

No new trees will be considered for approval for removal until all prior removed trees have been replaced in accordance with previous written City approval. Trees that were previously removed without City approval and without replacement shall be included in the proposed Tree Replacement Plan.

One-for-One Replacement

Each removed tree must be replaced with at least one new tree on the same property with similar characteristics, the species and size of which must be approved by the City of Cerritos.

Application Fees

The following application fees shall be required to be submitted with a completed Administrative Tree Removal Application:

- $115 for the proposed removal of 1-5 trees;
- $230 for the proposed removal of 6-10 trees; or
- $560 for the proposed removal of 11 or more trees.

Pre-Application Meeting

City staff is available upon request to meet with HOA representatives and respective Qualified Landscape Professionals in advance of application submittal to answer questions pertaining to completion of the application and preparation of the required Tree Reforestation Plan. Call (562) 916-1201 to schedule an appointment.

Application Review "Shot Clock"

City staff shall be required to do either of the following within thirty (30) days of receipt of a completed application:

- Complete the plan check review and provide comments and corrections to the applicant for incorporation into a revised plan. If corrections are required, the applicant shall resubmit a revised plan with said changes incorporated for further review by City staff under a new thirty (30) day "shot clock" period; or
- Find the application to be in compliance with City Council-approved tree preservation policies and issue City approval.

Application Denial/Appeal

If a denial is issued by City staff for the proposed application, the HOA may elect to appeal City staff's decision to the Planning Commission.

- Appeal must be submitted to the Department of Community Development within fifteen (15) days of said denial.
- Appeal fee of $500 shall apply.

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Tree Addresses

The following "tree addresses" (ending with the letter "T") for HOAs and apartment complexes are to be listed as the primary property address, for record purposes only.

HOA/Apartment	Tree Address
Boardwalk	17850T Palo Verde Avenue
Carmenita Village	13558T Village Drive
Cerritos Terrace	12920T Maui Court
Cerritos Garden Apartments	18944T Vickie Avenue
Cerritos Villas	12446T Dawn Lane
Concord Place	16604T New England Lane
Courtside (The Courts)	16320T Norwalk Boulevard
Del Rio HOA	18729T Del Rio Place
Emerald Villas	19435T Jewel Drive
Encore	16611T Symphony Lane
Fountain Walk	13437T Cascade Court
Four Trees Apartments	18427T Studebaker Road
Granada Park	12575T Hiddencreek Way
The Grove at Cerritos (formerly Vintage/Avalon)	11000T New Falcon Way
Parkside	16500T Redwood Drive
Pioneer Villas	11830T Jackson Street
Plaza Walk	18810T Pioneer Boulevard
Royal Terrace	12326T 195th Street
Shadow Park	12770T Alconbury Street
Sundance	12439T Pinegrove Lane
The Palms	17313T Norwalk Boulevard
Tiburon	12230T Cedarcrest Drive
Woodvale	16621T Bloomfield Avenue