



## Tree Removal Process

To request a removal for a city street tree, first call the Maintenance Division at 510-578-4806 and a Work Action Form will be completed.

The City Arborist will evaluate the tree and make a determination. The Work Action form will be mailed to you with the City's determination within a few weeks. If the tree is approved for removal it will be placed on a work list to be removed as funds permit. All trees that are removed will be replaced with the designated street tree for that location. However, if it is not possible to replace the tree in the original location or the property owner requests no replacement, an alternative location will be found. All requests for removal **must** be made by the property owner.

If the tree is approved for removal by the City Arborist, it is placed on a work list that is given to the contractor and the contractor will post the tree for removal. All trees must be posted with a removal notice for ten (10) days prior to removal so other citizens are notified of the removal and can comment if they so wish. If comments are received, the tree cannot be removed until the comments are addressed or it could result in the tree not being removed. If the tree is still approved for removal, it remains on the contractor's work list which is organized by area and in chronological order as much as possible.

If the request for removal is denied, a tree removal permit can be applied for. This requires an administrative fee to be paid. The application fee is \$40.00 for a small tree that can be removed by the homeowner without possible damage to anything in the surrounding area. The application fee for a large tree that requires a contractor to remove is \$100.00. The application is review by the Public Works Director who will make a determination. A removal permit is also required to remove a private tree on a lot of 10,000 square feet or larger. No permit is needed to remove a private tree on a typical size residential lot. Tree removal applications can either be mailed at the request of the property owner or picked up at the Newark Service Center - 37440 Filbert Street or the Newark City Administration Building - 37101 Newark Boulevard at the Public Works counter on the first floor. Once a removal permit is granted there is a \$1,000 cash deposit to guarantee work. The deposit will be returned once all items stated on the permit letter are met.