



URBAN FORESTRY REFERRAL – PILOT PROGRAM

Pre-Filing Requirement

This form shall be required if there are any protected trees or protected shrubs on the project site and/or or any trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading), and the project meets one or more of the following criteria:

- ☐ Located within the Mt. Washington/Glassell Park Specific Plan
☐ SB 9 Urban Lot Split, Preliminary Parcel Map, or Tentative Tract Map, located within the Valley geography
☐ Qualifies for the Executive Directive 1 (ED 1) Ministerial Approval Process1
☐ Utilizes the Transit Oriented Communities (TOC) Affordable Housing Incentive Program2
☐ Other projects as determined by City Planning,

If required, the applicant shall complete the following PRIOR TO FILING AN APPLICATION:

1. Complete the Tree Disclosure Statement (CP-4067).
2. Prepare a Tree Report in accordance with the Tree Report Template (CP-4068). If using an existing Tree Report, it must be prepared within 12 months of submission.
3. Submit the Urban Forestry Referral Form (Referral Form), Tree Disclosure Statement, and Tree Report to the Customer Service Request Portal for Urban Forestry Division Clearances. An Angeleno Account will be required.

The completed Referral Form signed by Urban Forestry staff shall be submitted with case filing materials.

Post-Filing Requirement

If a project is identified as requiring this form after a case has been filed, in addition to the above materials, provide the following information:

Case Number: _____

Planning Staff Name: _____

Planning Staff Email: _____

1 Refer to the Executive Directive 1 Implementation Guidelines for qualifying criteria

2 For more information, refer to the TOC Guidelines

THIS SECTION TO BE COMPLETED BY THE APPLICANT

Project Site Address: _____

Description of Proposed Project: _____

THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY

URBAN FORESTRY PRELIMINARY EVALUATION

Protected Trees and Protected Shrubs

- Ready to File.** No changes required at this time.
- Ready to File with Modifications.** See attached **Tree Protection Plan** (if applicable, include any Notices to Comply [NTCs]).
- Not Ready to File.** See Urban Forestry Comments below. Note that filing with this box checked will result in delays in case processing.

Trees within the Public Right-of-Way

- Ready to File.** No changes required at this time.
- Ready to File with Modifications.** See attached **Tree Protection Plan** (if applicable, include any NTCs or Street Tree Notices [STNs]).
- Not Ready to File.** See Urban Forestry Comments below. Note that filing with this box checked will result in delays in case processing.

Urban Forestry Comments

Urban Forestry Staff Signature: _____

Print Name: _____ Review Date: _____

- Additional Documents Attached
- Additional Consultation required by:
 - Bureau of Engineering
 - Department of Transportation