



# Department of Public Works

Phone: (310) 458-8737

E-Mail: PublicWorksPermits@smgov.net

## TREE PERMIT APPLICATION

for a Use of Public Property Permit

**All sections must be completed. Incomplete applications will be returned.**

Today's Date: \_\_\_\_\_

For City Use: Permit Number: _____
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### (1) Contractor Performing Work

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

State License Number (C27 or C61/D49): \_\_\_\_\_

Santa Monica Business License Number: \_\_\_\_\_

### (2) Description of work

Job Site Address: \_\_\_\_\_

Work Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### (3) Applicant

Check box if same as (1) and skip to (4)

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Santa Monica Business License Number: \_\_\_\_\_

(4) The following documents must be attached or this application will be rejected:

- Work Site Plan showing location of trees, species, size, and drip line of canopy. Include Santa Monica General Notes for Tree trimming. Must also show any requested parking, traffic lane or sidewalk closures.

Traffic Control Plan (Required for any sidewalk or drive lane closures)

- Non-Engineered Traffic Control Plan or
- Engineered Traffic Control Plan - If previously submitted: TTCP# \_\_\_\_\_ REV# \_\_\_\_\_  
[Streets requiring Engineered Traffic Control Plans](#)

Applicant agrees to abide by all requirements of the Santa Monica Municipal Code and conditions set forth on the permit. Failure to comply may result in permit revocation and/or civil penalties.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For City Use:</b> Approved By:  STP/TEAM: _____  CE: _____	Approval Date:  _____  _____
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