



# Ministerial Tree Permit Instructions

County of Ventura • Resources Management Agency • Planning Division  
 800 S. Victoria Ave., Ventura, CA 93009 • (805)654-2488 • [www.vcrma.org/tree-permits-and-the-tree-protection-ordinance](http://www.vcrma.org/tree-permits-and-the-tree-protection-ordinance)

1. This application is for those protected tree-altering activities—including pruning, removing or encroaching into the protected zone—that may be allowed with a ministerial tree permit.
2. Your application will not be deemed complete until the following, at a minimum, are submitted:
  - Completed Ministerial Tree Permit Application
  - Site Sketch or Plan
  - Two to four Color Photos of affected tree clearly illustrating the reason for the request and the location of the affected tree relative to nearby vegetation or landmark
  - Application Fee
  - Arborist Verification Forms
  - Arborist Verification of Tree Protection Measures (Tree Form M5), if applicable
  - Other Required Documentation (see *Submittal Requirements for Tree Permits & Authorizations in the Non-Coastal Zone*)

Based on the above information, and in some cases a site visit, the Ventura County Planning Division will make a determination on the request.

3. The document *Submittal Requirements for Tree Permits & Authorizations in the Non-Coastal Zone (Tree Doc A)*, provides detailed information on submittal requirements for a ministerial tree permit. Review that document before completing this application.
4. Other rules apply under the ordinance, including special requirements for construction. The applicant is advised to also review the actual [Tree Protection Ordinance](#) (see web address above) in the Ventura County Non-Coastal Zoning Ordinance (Sec. 8107-25) before completing this application. *Penalties will apply when violations to the ordinance occur.*
5. Include in item #4 - **Tree Information** all protected trees that are directly part of this request, as well as other protected trees whose tree protection zones (TPZ) are within 20' the limits of the construction area (including access drives and utility easements) or within 10' of other trees proposed for removal. This includes trees growing on adjacent parcels if their TPZ extends onto the subject parcel. The TPZ extends out from the trunk to 5' beyond the dripline, or a minimum of 15' from the trunk – whichever is greater. See the *Submittal Requirements for Tree Permits & Authorizations* for illustrations of the TPZ.
6. An accurate account of the proposed project must be provided or the tree permit may be subsequently nullified.
7. Applications that are incomplete or include plans that do not meet the standards will be returned to the applicant and not accepted for processing. Verification that tree protection measures were in place throughout the time of construction may be requested by the Planning Division.
8. Tree permits will only be issued on "legal lots" (with a few minor exceptions); if there are no violations associated with the property; and if the applicant has no outstanding bills with the Resource Management Agency; and all other applicable standards are met. If a violation is found on the site, the tree permit may be nullified.
9. Refunds will not be provided after a tree permit has been issued.
10. The processing time of ministerial tree permits varies based on the specific request and the Division's work load. Some are issued the same day and some may take up to four days.



# Ministerial Tree Permit Application

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## 1. Property Owner Where Work will be Performed/Owner Information

Site Address \_\_\_\_\_ Parcel (APN)# \_\_\_\_\_

Property Owner(s) Name \_\_\_\_\_ Parcel Square Footage \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## 2. Applicant Information (if different than owner)

Name \_\_\_\_\_ Relationship to Owner \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## 3. Project Information

Number of prior protected trees removed from the parcel for reasonable access to or use of property:

# of oaks \_\_\_\_\_ # of sycamores \_\_\_\_\_ # of other trees \_\_\_\_\_ unknown \_\_\_\_\_

Number of prior protected trees removed from the parcel for agriculture within the last 12 months? # \_\_\_\_\_ unknown \_\_\_\_\_

## 4. Tree Information (Complete one row for each tree or stand of trees of the same species, heritage status, action and general location. Attach another sheet if needed)

ID #	# of Trees	Tree Species	Heritage (90+” girth)	Tree Location** (include reference to a fixed landmark)
Ex.	1	Coast Live Oak	No	Backyard; 6’ 4” from SE corner of house.
1				
2				
3				

ID #	# of Trees	Tree Species	Heritage (90+” girth)	Tree Location** (include reference to a fixed landmark)
4				
5				

\*Girth is the circumference of the trunk, generally measured at 4.5' above the ground. (This position may vary depending upon where the waist of the tree is—the narrowest trunk point is typically the goal—and many other factors.) If there are multiple trunks, measure each and add their measurements together; for heritage trees only the two largest trunks are measured.

\*\*Where a tree to be removed straddles a property line, written consent of the adjacent property owner is required.

ID #	Action (remove, alter, encroach)	Reason for Request (e.g., dead, hazardous, reasonable use of property)	After-the-Fact Request?
Ex.	Construction encroachment	Reasonable use of property; construction & grading within protected zone to add a room addition; very small parcel.	No
1			
2			
3			
4			
5			

If request is after-the-fact, date work was performed \_\_\_\_\_

If request is for encroachment into the tree protection zone, describe the encroachment in more detail (e.g., grading will extend into the tree protection zone x feet, etc.). If the reason for encroachment is for reasonable use of property, also explain how the tree as it stands denies reasonable use of property.

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**STAFF USE ONLY**

Zoning: (For Sec. 8107-25.5k must be AE, OS or TP)		<input type="checkbox"/> Proposed project <input type="checkbox"/> After-the-fact project	
Other permits (case #s) associated with property:		Confirmation of prior tree removal on parcel:  Number of prior trees removed (in total) for access/reasonable use: _____  Number of prior trees removed (in last 12 months) for agriculture: _____	
Documentation received: <input type="checkbox"/> Site Sketch/Plan <input type="checkbox"/> Color Photos # _____ Arborist Verification: <input type="checkbox"/> Dead Tree <input type="checkbox"/> Major Pruning <input type="checkbox"/> Hazardous or Conflicting Tree <input type="checkbox"/> Tree Status <input type="checkbox"/> Tree Protection Measures <input type="checkbox"/> Contractor Verification <input type="checkbox"/> Farm Plan <input type="checkbox"/> Proof of Introduced Tree (describe) <input type="checkbox"/> Farm Plan <input type="checkbox"/> Proof of Emergency (describe)		Required documentation received (per <i>Submittal Requirements for Permits &amp; Approvals</i> ): Y N  Does the documentation support the request? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tree #	Request for (removal, alteration, encroachment)	Code section that justifies (See Submittal Requirements for Permits & Authorizations)	Action (approved/denied/no action)
1			
2			
3			
4			
5			
Date:		Staff:	