



TREE DISCLOSURE STATEMENT

Los Angeles Municipal Code (LAMC) Section 46.00 requires the protection of specific trees/shrubs located on private and public property, and that they be shown on submitted and approved site plans. Any discretionary application on a property that includes changes to the building footprint or any other change to the areas of the property not currently built upon or paved, including demolition, grading, or fence permit applications, or any discretionary change that could potentially remove or affect trees or shrubs, shall provide a Tree Disclosure Statement completed and signed by the Property Owner.

In addition to the submittal of the Tree Disclosure Statement, the second portion of this form is the Tree Letter. If the Tree Disclosure Statement indicates the presence of protected trees/shrubs on the project site, including within the public right-of-way, that will not be removed or impacted by the project, then the Tree Letter will be required. When the Tree Letter is required, a Tree Expert will need to conduct an initial field analysis clarifying how the project will have no impact on protected trees/shrubs, including protected species within the public right-of-way. Additionally, as part of the Tree Letter, the Tree Expert will need to provide a Tree Plan which details the existing trees on site, as well as a list with photographs of all trees on site and within the public right-of way. Instead of filing a Tree Report which details the level of impact to the trees on site, the Tree Expert will complete the Tree Letter when there will not be any impacts to trees/shrubs due to the proposed project. A copy of the form shall be submitted to the project's administrative files with Los Angeles City Planning.

If the Tree Disclosure Statement and/or the Tree Letter indicate that there are any protected trees/shrubs on the project site and/or protected tree/shrubs in the public right-of-way that may be impacted or removed as a result of the project, a Tree Report ([CP-4068](#)) will be required, and the field visit must be conducted by a qualified Tree Expert, prepared and conducted within the last 12 months.

Property Address: _____

Date of Site Visit: _____

Tree Disclosure Statement

Complete all the following fields below:

Does the property contain any of the following protected trees or shrubs?

As defined in the Protected Tree Ordinance (Ord. No. 186,873), the minimum size requirement for a protected tree is four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the tree. The minimum size requirement for a protected shrub is four inches or more in cumulative diameter, four and one-half feet above the ground level at the base of the shrub.

For reference purposes only, additional guidance and species identification information can be found in the Photographic Guide to the City of Los Angeles Protected Trees and Shrubs:

<https://streetsla.lacity.org/files/los-angeles-protected-trees-photo-guide-2024-septpdf>

- Yes** (Mark any that apply below)
 - Oak, including Valley Oak (*Quercus lobota*) and California Live Oak (*Quercus agrifolia*) or any other tree of the oak genus indigenous to California, but excluding the Scrub Oak
 - Southern California Black Walnut (*Juglans californica*)
 - Western Sycamore (*Platanus racemosa*)
 - California Bay (*Umbellularia californica*)
 - Mexican Elderberry (*Sambucus mexicana*)
 - Toyon (*Heteromeles arbutifolia*)
- No**
- If unsure, please mark here. A Tree Expert may be required to inspect possible protected species at the discretion of the City Staff.

Does the property propose to remove any of the protected trees or shrubs listed above (per Ordinance No. 186,873)?

- Yes** **No**

*If **Yes**, a Tree Expert must complete the Tree Report. See Form CP-4068 for more details.*

*If **No**, a Tree Expert must complete the Tree Letter section below and provide all accompanying documentation.*

Have any trees or shrubs been removed in the last two years?

- Yes** **No**

*If **Yes**, provide permit information: _____*

Have any protected trees or shrubs been removed in the last two years (as listed in Ordinance No. 186,873)?

Yes No

If **Yes**, provide permit information: _____

Does the property contain any street trees in the adjacent Public Right-of-Way?

Yes No

Is the project proposing to remove any existing protected species of street trees in the adjacent Public Right of Way?

Yes No

If **Yes**, a Tree Expert must complete the Tree Report. See Form [CP-4068](#) for more details.

Does the project occur within the Mt. Washington/Glassell Park Specific Plan Area and contain any trees 12 inches or more in diameter at 4.5 feet above average natural grade at the base of the tree and/or is more than 35 feet in height?

Yes No

Photo Index. Provide clear color photos of each tree in its entirety. The minimum photo size for each protected tree/shrub is 5" x 7" and must include the tree number, tree name, and recommendation on the same page. Multiple trees may be shown in one photo if there is a method to differentiate between individual trees. Indicate if any trees other than street trees are intentional ornamental plantings. Photo labels must correspond to the site plan for each of the following tree categories:

- Street trees in the adjacent public right-of-way
- Protected trees/shrubs (Ordinance No. 186,873)
- Other on-site trees (not including protected trees/shrubs nor significant/native trees)
- Off-site trees (include trees where their roots or canopy encroaches on the parcel)

Tree Letter (If Applicable)

This section is to be completed only by a Tree Expert. For Tree Expert credentials, refer to page 6.

Will the project remove or possibly create a substantial effect on any of the above-marked protected trees, protected shrubs, and/or protected tree/shrub species within the public right-of-way?

- Yes.** The project will require a Tree Report ([CP-4068](#)) by a Tree Expert.

Please describe which of the above-protected trees and/or protected shrubs may be affected by the project:

- No.** The project site will not remove or possibly create a substantial effect on any of the listed protected trees and/or protected shrubs and will not need a Tree Report.

Please describe how the project will not remove or possibly create a substantial effect on the protected trees and/or shrubs. Include strategies and management practices to protect and maintain the species on site such as methods for avoiding soil compaction or mechanical damage:

Additional Information Attached:

Yes

No

Photo Index. Provide clear color photos of each tree in its entirety. The minimum photo size for each protected tree/shrub is 5" x 7" and must include the tree number, tree name, and recommendation on the same page. Multiple trees may be shown in one photo if there is a method to differentiate between individual trees. Indicate if any trees other than street trees are intentional ornamental plantings. Photo labels must correspond to the site plan for each of the following tree categories:

- Street trees in the adjacent public right-of-way
- Protected trees/shrubs (Ordinance No. 186,873)
- Other on-site trees (not including protected trees/shrubs nor significant/native trees)
- Off-site trees (include trees where their roots or canopy encroaches on the parcel)

Tree Plan. Provide a site plan identifying the locations and species of all existing trees and shrubs (protected and) onsite. Append an 11" x 17" or larger legible site plan to the Tree Report. The site plan should also include the following information:

- Topography
- Color-coded tree/shrub symbols:
 - Yellow: Oak tree including Valley Oak (*Quercus lobata*) and California Live Oak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to Southern California but excluding the Scrub Oak (*Quercus berberidifolia*)
 - Blue: Western Sycamore (*Platanus racemosa*)
 - Green: California Bay (*Umbellularia californica*)
 - Orange: Southern California black walnut (*Juglans californica*)
 - Pink: Mexican Elderberry (*Sambucus mexicana*)
 - Brown: Toyon (*Heteromeles arbutifolia*)
 - Purple: Significant Tree
- Approximate canopy extent (size and shape) and a Tree Protection Zone
- Locations of off-site trees that may be impacted by the project, if applicable
 - The footprint of any proposed buildings, walls, patios, pools, etc.
- The lot and proposed building(s) square footage

Tree Expert Credentials

Only to be completed by the Tree Expert of hire

Name of Tree Expert: _____

Mark which of the following qualifications apply:

- Certified arborist with the International Society of Arboriculture who holds a license as an agricultural pest control advisor
- Certified arborist with the International Society of Arboriculture who is a licensed landscape architect
- Registered consulting arborist with the American Society of Consulting Arborists

Certification/License No.: _____

Tree Expert Name and Signature: _____ Date: _____

PROPERTY OWNER AFFIDAVIT

Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer and/or County Assessor. In the case of partnerships, corporations, LLCs, or trusts, an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC, or trust, a disclosure identifying an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC, or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items 1-7 below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g., John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.
 - I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
 - I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
 - I understand if the application is approved, as part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
 - By my signature below, I declare under penalty of perjury under the laws of the State of California that foregoing statements are true and correct.

Property Owner's signature must be signed/notarized in the presence of a Notary Public. The City requires an original signature from the property owner with the "wet" notary stamp. A Notary Acknowledgment is available for your convenience on the following page.

Signature _____

Date _____

Print Name _____

Signature _____

Date _____

Print Name _____

Space Below for Notary's Use

California All-Purpose Acknowledgement

Civil Code ' 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____
(Insert Name of Notary Public and Title)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Seal)

Signature

APPLICANT DECLARATION

A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the Tree Disclosure Statement can be accepted.

1. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
2. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmented a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
3. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
4. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
5. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
6. I understand that there is guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
7. I understand that if this application is denied, there is no refund of fees paid.
8. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions")), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but is not limited to, the payment of all court costs and attorneys' fees, all judgements or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.

9. I understand that the City is protected by numerous statutory immunities from liability for damages that may be caused by its land use regulatory actions, as set forth in Government Code, section 818, et seq. For instance, the City cannot be held liable for personal or property injuries or damages allegedly caused by its approval and issuance of any discretionary permit, entitlement or approval (Gov. Code § 818.4), or its failure to inspect or its negligence in inspecting a property for the purpose of determining whether the property complies with or violates any permit, entitlement or approval or contains or constitutes a hazard to health or safety (Gov. Code § 818.6).
10. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original; signature from the applicant. The applicant's signature below does not need to be notarized.

Signature _____

Date _____

Print Name _____