



City of Glendora | Public Works  
 116 E. Foothill Blvd.  
 Glendora, CA 91741

## TREE SERVICE REQUEST FORM

A written application must be submitted to Public Works Department: Parks & Landscape Division requesting; out of grid inspection or trim, planting, or removal of city parkway tree and arborist reports. Please complete the following information which is pertinent to your request and enclose any applicable fees.

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant address: \_\_\_\_\_ Email: \_\_\_\_\_

Please check appropriate box:	
<input type="checkbox"/> Arborist Report (\$930.00)	<input type="checkbox"/> Planting a 24" tree (\$305.00)
<input type="checkbox"/> Planting a 36" tree (\$1,050.00)	<input type="checkbox"/> Pruning @ cost depending on the size of the tree.
<input type="checkbox"/> Planting Site Inspection (\$70.00) <i>City staff will evaluate site and determine if the site is viable for a tree planting.</i>	
<input type="checkbox"/> Removal inspection (\$520.00) <i>Trees will not be removed unless the inspector determines that the tree meets the tree removal criteria set forth by the Tree Preservation Ordinance and the City Forester (Municipal Code Section 16.14 Tree Removal). This fee <b>may</b> be refunded if the removal criterion is met.</i>	
<ul style="list-style-type: none"> <li>All costs listed above include a \$10.00 administration fee within the total cost.</li> </ul>	

Address of tree(s) to be inspected, trimmed, removed, planted or arborist report completed on:

\_\_\_\_\_

**Please make check payable to: City of Glendora.** Mail or deliver to Public Works 116 E Foothill Blvd, Glendora, CA 91740. If you have additional questions, feel free to contact Parks & Landscape Division Staff at 626-852-4869.

No unauthorized trimming, topping or removal is allowed on City trees without prior approval from the City Forester. Any property owner, upon securing permission of the City Forester, may trim/remove approved tree in the parkway upon or abutting upon the property of such owner. The City forester will require the property owner to cover the full cost for tree replacement if the tree is removed or damaged during trimming (See Municipal Code Section: 16 -Trees).

Signature of Applicant/Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### REASON FOR REQUEST

Please explain reason for request in space provided. Attach a separate piece of paper if more space is needed and/or picture(s) are provided.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Approval Signature

\_\_\_\_\_

