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**PUBLIC WORKS
STANDARD OPERATING PROCEDURE**

**URBAN FORESTRY
TREE REMOVAL NOTIFICATION**

PURPOSE

To establish a procedure by the City's Urban Forestry and Landscape Division to notify residents/property owners of a city tree removal located within the public right of way.

WHAT YOU NEED:

- | | |
|---------------------------|-------------------------|
| 1. Vehicle | 5. Door Hangers/Mailers |
| 2. Cell Phone with Camera | 6. Notification Sign |
| 3. Email | 7. Hammer |
| 4. Marking Paint | 8. Tacks/String/Tape |

INSTRUCTIONS*

When an Inspection results in a recommendation to remove a tree:

1. Personal notification is provided to the resident/property owner via in-person, telephone call, email, and/or text.
2. A door hanger is left at the door of the property/residence or mailed within one (1) working day.
3. An 18" x 24" removal notification sign is placed on or near the tree depending on the site location. See attached example.
4. A Work Order will be created for removal within three (3) working days of the inspection.
5. Forty-eight (48) hours prior to removal, the tree removal contractor will provide a door hanger to the affected address advising of the tree removal. (Please see the Urban Forestry Policy Manual for current guidelines regarding the notification area.)
6. Forty-eight hours (48) prior to removal, the tree removal contractor will post the tree with a No Parking sign.

***Please Note:** This procedure will be circumvented if the tree has been deemed a hazard to public safety and needs to be removed immediately and if the tree is located within a median or not fronting any properties.

ATTACHMENT

Sample Notification Sign



8095 Lincoln Ave
Riverside, CA 92504
P: (951) 351-6279
chbecker@riversideca.gov
orobles@riversideca.gov

DEPARTMENT:

Forestry and landscaping

PROJECT:

Notice tree removal

FILE NAME:

notice tree removal b 1

DATE:

03/07/2023

DESIGNS AND PROOFS



REQUESTED BY:

Robert Filiar

NOTICE

THIS CITY TREE

Has been scheduled for removal within 45 days but no sooner than 30 days from this date _____. If you have questions or comments, please contact the City's

**CALL CENTER AT
951-826-5311(311)**



MATERIAL

- 3M 3290 EG reflective coat
- 3M 7310 white EG flx reflective
- 3M 4000 series Dg3 cast lamination
- 3M l180 Cast matte vinyl
- 3M l135 Calendar gloss vinyl
- Other _____
- DIE CUT

SUBSTRATE

- 0.80 Aluminum (in stock)
- 0.80 Aluminum (custom cut)
- Corrugated Plastic
- Other _____
- Gravo/Rowmark
- PVC Board
- Foam Board

COLORS

- pan 295
- pan 124
- _____

FONTS

Highway Gothic Condensed

REQUESTOR

Please proof the following. Once approved, any changes may be subject to additional charges.

COMMENTS

PROOF

- SPELLING MATERIAL
- SUBSTRATE COLOR
- FONTS LAYOUT
- SIZE

ONCE APPROVED PLEASE ALLOW 2-4 WEEKS FOR SIGN COMPLETION. IF SCHEDULING AND CURRENT WORK FLOW PERMITS, SIGN MAY BE READY SOONER. IF INSTALLATION IS REQUIRED BY STREET'S SIGN INSTALL TEAM, PLEASE ALLOW ADDITIONAL 2-4 WEEKS DEPENDING ON THEIR CURRENT WORK FLOW.