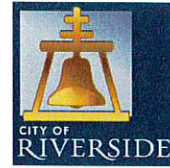


Effective Date: March 15, 2023

Created by: Jessica M. Gordon

Approved by: Gilbert Hernandez, Public Works Director



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



Forestry and landscaping

notice tree removal b l

Notice tree removal

03/07/2023

Robert Filiar

(For sign department use)

**PENDING APPROVAL
APPROVED (AS IS)
REVISIONS NEEDED**

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)**



☐ 3M 3290 EG reflective	☒ 3M 170c UV/Graffiti
☐ 3M 7310 white EG	coat
fix reflective	☒ 3M 8520 matte
☒ 3M 4000 series Dg3	cast lamination
☐ 3M Ij180 Cast	☐ 140z ultra flex banner
matte vinyl	☐ VCO (vinyl out out)
☒ 3M Ij35 Calendar	Color:
gloss vinyl	☐ VCO (vinyl out out)
☐ Other _____	Color:

☐ 0.80 Aluminum (IN STOCK) ☐ Gravo/Rowmark
☐ 0.80 Aluminum (CUSTOM CUT) ☐ PVC Board
☒ Corrugated Plastic ☐ Foam Board
☐ Other _____

☒ pan 295	☐	☐
☒ pan 124	☐	☐
☐	☐	☐

Highway Gothic Condensed

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

☐ SPELLING ☐ MATERIAL
☐ SUBSTRATE ☐ COLOR
☐ FONTS ☐ LAYOUT
☒ SIZE

COMMENTS

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.