

HERITAGE TREE REMOVAL APPEAL PROCESS



Appeals must be submitted to the same Division that issued the Heritage Tree removal permit.

Please refer to "Heritage Tree Removal Permit Process" for more information about the permit process.

SINGLE FAMILY HOMES OR MULTI FAMILY UP TO 4 UNITS

Are processed through the Community Services Department's Forestry & Roadway Division (650) 903-6273 or parks@mountainview.gov or visit their webpage for more information.

How do I know whether or not a tree has been approved for removal by the Forestry & Roadway Division and I can file an appeal?

Typically, notification of the decision to approve a removal application will be posted in the following ways:

- On the tree for a ten (10) day period
- Mailed to the property owner
- On the City's website under the Community Services Department
- E-mailed to subscribers of MyMV Heritage Tree alerts

If there are no appeals to the decision, the removal permit will be issued by the City.

How do I file an appeal of a decision by the Forestry & Roadway Division?

Any person aggrieved or affected by a decision to remove or deny removal of a Heritage tree may appeal the decision during the ten (10) day posting period by filing, in person, an appeal and appeal fee with the City Clerk's Office at 500 Castro St., 3rd Floor, Mountain View, CA.

The appeal fee is fifty dollars (\$50). Only one fee is required if the appeal is for multiple trees on the same property.

The following two (2) items are required for an appeal (there is not an appeal application form):

- A letter stating the reason(s) for the appeal
- Appeal Fee

What happens once an appeal has been filed?

An appeal automatically stops any action on the tree until the Urban Forestry Board (UFB) hears the appeal at a public meeting.

A hearing with the UFB will be scheduled by the Community Services Department's Forestry & Roadway Division within a reasonable amount of time. The Board's decision on an appeal is final.

Typically, notification that an appeal has been filed and a hearing has been scheduled will be posted in the following ways:

- On the tree, over or next to the original posting
- Mailed to the property owner
- On the City's website

ALL OTHER PROPERTIES (MULTI-FAMILY OVER 4 UNITS, COMMERCIAL, INDUSTRIAL, ETC.)

Are processed through the Community Development Department's Planning Division (650) 903-6306 or visit their webpage for more information.