



CITY OF GLENDORA Community Services Department – Parks Division

1636 Compromise Line Rd, Glendora, California 91741

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www.ci.glendora.ca.us

Dear Resident:

Thank you for your recent inquiry regarding the City of Glendora's Urban Forest. The following information will better help you understand the City's processes regarding tree removal, planting, trimming, inspections, and emergencies:

Tree Removal

If property owner wishes to remove a parkway tree(s), he/she must first contact the Glendora Community Services Department (Department) office and complete and submit the Tree Service Request Form and pay the \$510 inspection fee. Upon inspection, the tree will be removed only if its current condition meets the criteria for removal as outlined in the Glendora Municipal Code. If it meets said criteria, the inspection fee will be refunded.

The Department will notify you by mail of its decision regarding your application for tree removal within 30 days after inspection.

Tree Planting

If you are requesting to have a tree planted in the parkway near your home, you will need to complete and submit the Tree Service Request Form and submit the \$60.00 fee for planting inspection.

All trees must be approved by the City Forester as to species, location, and method of planting. As a condition of this tree planting, the City of Glendora (City) requires that you water the tree, while the Department will handle the pruning and maintenance thereof.

The funding for a tree planting request is dependent on the Department's fiscal budget at the time the form is submitted.

Requesting a City Tree to be trimmed

The City has established a tree-trimming schedule that follows a rotating five (5) year cycle via a "Grid" schedule. Since the trimming is completed by the City's contractor, there is no direct charge to the residents of Glendora. Requests to trim trees outside the established Grid Schedule, without charge, are only done if the tree is diseased, causing significant property damage, or does not meet criteria listed in the Glendora Municipal Code (section 16).

The Grid Schedule can be viewed on the City's website at www.ci.glendora.ca.us and by clicking on the Parks & Trees Division link. Residents and businesses wishing to trim a tree outside the established Grid Schedule and are willing to pay a trimming fee may request such service by using the Tree Service Request Form, which can be printed and e-mailed directly to the Parks Division at ParksDivision@cityofglendora.org once completed.

Out of Grid Schedule Tree Inspections

If you wish to have a city-owned tree inspected outside of the normal five-year cycle or a removal inspection based on the tree being diseased which is causing significant property damage or is a threat to public safety, please complete the Tree Service Request Form and pay the \$510 inspection fee. This fee may be refunded if the inspecting arborist determines that the tree meets the tree removal criteria under Glendora Municipal Code Section 16.14.010.

Out of Grid Schedule Tree Trimming

If you wish to have a city-owned tree trimmed outside of the normal five-year cycle, please complete and submit the Tree Service Request Form. The Form will be reviewed and approved by the City Forester. Trimming requests must meet the established guidelines for that particular tree type as listed within the adopted Glendora Urban Forest Manual. Any approved request will be charged the direct costs incurred by the City's tree trimming contractor, as well as a \$10.00 processing charge. The fee must be paid in full prior to authorization for trimming.

Request for Arborist Report

To request an Arborist Report on a city-owned tree, you must complete the Tree Service Request Form and pay the \$920 preparation fee. The fee must be collected prior to staff starting the report.

Tree Emergencies

If you have an emergency situation regarding a city-owned tree, please do not hesitate to contact the Glendora Community Services Department - Parks Division during normal business hours (9:00 a.m. – 5:00 p.m., Monday-Friday) or the Glendora Police Department.

For additional information regarding trees within the City of Glendora, please visit our website at www.ci.glendora.ca.us.

If you have any additional questions or concerns, please feel free to contact me directly at (626) 852-4869 or ParksDivision@cityofglendora.org.

Sincerely,

Parks Division

Enclosure: Tree Service Request Form