



PROCEDURE FOR TREE REMOVAL APPLICATION

1. Read the application carefully and in full. Failure to do so may result in an incomplete application. This will delay your application.
2. Complete the application, making sure that the property owner signs in the space provided.
3. Include a check for the appropriate fee, if applicable. Refer to Project Types and Fees for schedule of fees.
4. Submit the application, SIGNED BY THE PROPERTY OWNER, your check, and all required supporting documents no later than the 21st of the month, or the Friday prior if the 21st falls on a weekend.
5. Applications may be mailed to the KWPOA Architectural Committee at P.O. Box 404, Kentfield, CA 94914, or faxed to 415-532-1487, or (with prior notice) delivered directly to the office (415-721-7429).
6. Complete applications will be logged in on a first come, first served basis. They will be placed on the next available agenda in the order in which they are received. Questions regarding this application can be answered by calling/leaving a message at the office (415-721-7429).
7. New Applications received and the status of other applications will be listed in the KWPOA monthly Newsletter. They will then be placed on an agenda. The meeting agendas are posted 24 hours in advance on the door of the KWPOA office.
8. Architectural Committee meetings are held on the second and fourth Tuesdays of each month, from 5:30—7:30 PM at the KWPOA office. The Association's office is located at 1010 Sir Francis Drake Blvd., Suite #200, Kentfield. Where appropriate, site visits are scheduled on the day of Committee meetings, which help the members decide on the merits of a project.

DISEASED OR HAZARDOUS TREES: The presence of dead trees represents multiple hazards: spread of disease, fueling wild fire, or the possibility of falling. KWPOA requests that all such trees be reported. Upon submittal of a **no-fee application** AND either: 1) **an arborist's report** OR 2) **a letter from the Kentfield Fire District** OR 3) **inspection by a member of the Architectural Committee or Architectural Committee Staff**, property owners may remove diseased or hazardous trees immediately without going through the review process.

Kent Woodlands Property Owners Association

Box 404, Kentfield, California 94914

For Office Use Only:	
Received:	_____
Check #:	_____
Check Amount:	_____
App. Fee:	_____
Reserve Fee:	_____
Application #:	_____

APPLICATION FOR TREE REMOVAL

REASON FOR REMOVAL: _____ DEAD _____ DISEASED _____ HAZARDOUS _____ OTHER

PLEASE DESCRIBE: _____

PROJECT ADDRESS: _____ Parcel #: _____ - _____ - _____

PROPERTY OWNER: _____ E-Mail: _____

Owner Address: _____ Phone: _____

Owner City/Zip: _____ Fax: _____

OWNER SIGNATURE: _____

(ABSOLUTELY REQUIRED) Your signature verifies the accuracy of all information on this form & permits Board Member, Architectural Committee Member and Consultant entry onto the project site.)

ARBORIST: _____ Phone: _____

Address: _____ Fax: _____

City/Zip: _____ E-mail: _____

Date of report: _____ Date for Tree Removal: _____

LANDSCAPE ARCHITECT
(IF APPLICABLE): _____ Phone: _____

Address: _____ Fax: _____

City/Zip: _____ E-mail: _____

Neighbor Signatures: Please contact all contiguous homeowners, including those across the street from your property. A signature only signifies notification, not approval, of tree removal. The Architectural Committee will facilitate reasonable removals of diseased, dead or dying trees; however, the Architectural Committee alone has final authority to determine the impact of proposed applications depending upon their affect on neighboring properties' privacy, seclusion and views. **Additional signatures may be necessary, pending review of the project by the Committee. Please call the KWPOA office if you would like a list of affected neighbors with telephone numbers/contact information to notify for your project.**

(NOTE: NEIGHBOR SIGNATURES NOT REQUIRED FOR DEAD, DISEASED OR HAZARDOUS TREES)

Name	Address	Phone	Your signature here indicates that you have reviewed the plans: