



**Public Works Department**  
Public Landscape Division  
2600 Ocean Park Blvd  
Santa Monica, CA 90405  
Tel: (310) 458-8974  
Email: [public.landscape@smgov.net](mailto:public.landscape@smgov.net)

Current Owner/Resident

\_\_\_\_\_  
Santa Monica, CA

Dear Owner or Resident,

It has come to the attention of the Urban Forestry office within the Public Landscape Division of the City of Santa Monica that a street tree adjacent to the property at \_\_\_\_\_. has recently been trimmed without a city permit.

Please be advised that any work performed on a City street tree is required to have the necessary permits filed with the Public Works permit office with approval by the Public Landscape Division. Pruning without a permit is illegal as per Santa Monica Municipal Code 7.40.110 Tree Code/Permit Requirements. The City of Santa Monica requires copies of insurance accompanied by a permit application. Undocumented work on City trees can be dangerous if conducted by non-approved contractors. They can injure and/or negatively impact the health of trees, worker, the public or property if improper practices occur. In addition, our trees are under stress from the current drought and extra tree pruning is not advised at this time.

We are more than happy to review any tree concerns and respond in writing via the online Government Outreach system which can be found at [www.smgov.net/GO](http://www.smgov.net/GO). The City of Santa Monica will respond to Government Outreach requests within 14 days.

For more information about our Urban Forest Tree Pruning Program, please visit our website at [www.santamonicatrees.com](http://www.santamonicatrees.com), or contact our office at 310-458-8974. Thank you for your cooperation.

Sincerely,

Urban Forest Supervisor