



Public Works Department
Public Landscape Division
2600 Ocean Park Boulevard
Santa Monica
CA 90405-5204

February 14, 2019

Property Management

Santa Monica, CA

To Whom It May Concern:

It has come to the attention of 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, workers, the public or property if improper practices occur.

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

Sincerely,

Urban Forest Supervisor