

PLANT MAINTENANCE

TREE TRIMMING

LOS ANGELES COUNTY

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1. GENERAL

1.01 The purpose and scope of this Section of the tree trimming practices is to outline the procedure to be followed in securing permits and in trimming trees on streets, alleys, and roads in incorporated cities and unincorporated cities or unincorporated areas of Los Angeles county, with the exception of the City of Los Angeles, which is covered in Section G10.912.3.

1.02 This Section does not include trimming or removal of trees on state highways which is covered in Section G10.912.2.

1.03 No trees shall be removed from city streets, county roads, or private property in Los Angeles County without first having obtained a permit to do so through the right of way superintendent.

1.04 Tree trimming in Los Angeles County is generally done under contract with approved tree trimming companies. There are, however, several municipalities within the county which have their own Department of Parks trim trees on all dedicated streets and alleys within these cities as outlined in Appendix A of this Section.

1.05 Tree trimming permits are required to trim trees on streets, alleys, and roads in Los Angeles County. In a few instances cities have granted blanket permits for such trimming with certain stipulations as covered in Appendix A of this Section.

2. REQUEST TO TRIM TREES

2.01 Request by plant service, toll, or construction departments to trim trees in Los Angeles county (excluding Los Angeles city and state highways) shall be made to the appropriate construction department control desk by submitting one copy of Form P-3028, Report of Plant Conditions Requiring Correction, and one copy of Form PF-1032, Tree Trimming, through the regular administration channels. In those cases where sufficient detail can be shown on the form P-3028, the form PF-1032 may be omitted.

2.02 The columnar headings on the application form PF-1032 are in general self-explanatory; however, particular care should be exercised in giving proper information under the heading of "Location." Where the tree is to be trimmed on a city street, under the heading "Location" show the side of the street on which the tree is located, street name, house number, or street name, and distance between the tree and nearest intersection.

Example: 2nd St. S/S 160' W/O Main St.

2.03 The same procedure should be followed if a county road is involved; or in lieu of the foregoing information, show the name of the road, and distance between the tree and engineering station, bridge, or culvert.

Example: Telegraph Rd. S/S 1 Mi. E/O Bridge 0231

2.04 Requests from the district plant engineer for permits to trim trees in Los Angeles County (excluding Los Angeles City and state highways) shall be made to the right of way superintendent on Form PF-39, Request for Right of Way Permit, together with five typed copies of form PF-1032, in accordance with Appendix A of this Section.

2.05 Construction department control desk shall make eight typed copies of form PF-1032 and five copies of P-3028 in accordance with Appendix A of this Section. The construction department control desk shall consolidate the applications for tree trimming and submit five copies of form PF-1032 and one copy of form

P-3028 to the right of way superintendent three weeks prior to the time the trimming is to take place. This will result in obtaining fewer permits and make it possible to do all necessary trimming in a given area at one time.

3. SECURING PERMITS

3.01 The right of way superintendent shall secure the necessary permits as requested by the construction department control desk or district plant engineer. Upon receipt of the county or city permits, the right of way superintendent shall forward the permits to construction department control desk, as requested on form PF-1032, or to the district plant engineer, as requested on form PF-39, together with one copy of form PF-1032.

3.02 When the district plant engineer receives permits from the right of way superintendent in connection with a routine order or estimate, as requested on form PF-39, he shall forward the work prints, and county or city permits, and a copy of form PF-1032 to the appropriate construction department control desk.

3.03 The construction department control desk shall forward four copies of form PF-1032 and four copies of form P-3028 (except when permits secured by the engineer in connection with R.O. or Est.) together with the permits received from the right of way superintendent and/or the district plant engineer to the district construction superintendent in charge of contracts.

4. CONTRACTING TREE TRIMMING WORK

4.01 The district construction superintendent in charge of contracts, upon receipt of the permits and copies of forms PF-1032 and P-3028, (if applicable) shall negotiate the contracts.

4.02 When the contract is executed and before any work is done by contractor, the district construction superintendent in charge of contracts shall forward a copy of the work order on the contract, together with permits, one copy of form PF-1032 and one copy of form P-3028, and working prints, if any, to the district construction superintendent in charge of inspection; also the original copy of the work order on the contract and two copies of PF-1032 and P-3028 (if applicable) to the contractor.

5. INSPECTION OF COMPLETED TREE TRIMMING WORK

- 5.01 The district construction superintendent in charge of inspection shall be responsible for the inspection and approval of the work.
- 5.02 When inspection is completed, form P-3028 shall be marked "Work Completed" by inspector.
- 5.03 The completed forms P-3028 and PF-1032 and any permits shall be returned by the inspector to the construction department control desk for completion of the records. The construction department control desk shall return a copy of the form P-3028 to the originator of the form P-3028 showing that the work has been completed and return the permits to the right of way superintendent for filing.