



Los Angeles Unified School District  
Office of Environmental Health & Safety  
Tree Trimming & Removal Application



Please submit completed form to: [environmental\\_review@lausd-oehs.org](mailto:environmental_review@lausd-oehs.org)

Date: \_\_\_\_\_

(Include Title): \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Local District/Board Districts: \_\_\_\_\_

**Step 1:**  
Provide the number of trees that are being impacted?

Total number of trees to be removed or trimmed more than 10%: \_\_\_\_\_

Total number of protected trees to be removed or trimmed more than 10%, if known: \_\_\_\_\_

Anticipated date of tree removal: \_\_\_\_\_

Reason(s) for tree removal or trimming:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Steps 2:**  
A tree inventory report prepared by a Certified Arborist is required in order to receive approval for removing a tree.

Landscape/Plot Plan Attached:  (if yes, check box)

Tree Inventory Report Attached:  (if yes, check box)

Tree Impact Report Attached:  (if yes, check box)

No person shall relocate or remove any healthy protected tree from the District without first applying for and obtained approval from the Director of OEHS, Director of M and O, and School Superintendent.

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Local District Superintendent

\_\_\_\_\_  
Director, Maintenance & Operations  
(for protected trees only)

\_\_\_\_\_  
Director, Office of Environmental Health & Safety  
(for protected trees only)

**Step 3:**  
Get signatures of principal and LD Superintendents for **all** tree trimmings and removals.

**Step 4:**  
Get signatures of M&O and OEHS for **protected** tree trimmings and removals.

**Step 5:** If no protected trees are impacted, the approval request will be determined by the LD Superintendent.  
If protected trees are impacted, the approval request will be determined by the Director of OEHS.

**Step 6:** A copy of the approved Application should be sent to the applicant and OEHS via the email address provided above after Application completion.

*Official Use Only*

- Please Check One:  Request Approved  
 Request Approved **with conditions** (see attached)  
 Request Denied

**Step 7:** Coordination and notification to the office of OEHS and the District's Arborist is required for all tree trimmings and removals. If the tree removal is to happen during the bird nesting season a nesting survey must be scheduled with OEHS within 3 days of the trimming/removal.