

How to Submit a Tree Destruction Permit Application on eTRAKit

- 1) Create an account on eTRAKit: <https://wood.csqrccloud.com/community-ettrakit/>



Welcome to the Town of Woodside, CA

Residents and general members of the public should select “Public Registration.”
Contractors with a CSLB number should select “Contractor Registration.”

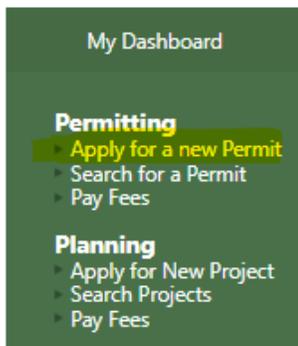
Please click 'Public Registration' if you are a business or property owner, or click 'Contractor Registration' if you are a contractor or subcontractor with a CSLB number registering with the Town of Woodside.

PUBLIC REGISTRATION

CONTRACTOR REGISTRATION

Enter your contact information and create a password.

- 2) After logging in to eTRAKit, click on “Apply for a new Permit” from your dashboard.



- 3) Read the Permit Application Confirmation, select “I Agree,” and click “Continue.”
- 4) Select “Tree Removal” in the “Permit Type” drop-down

Step 1 Permit Information

Permit Type Information

*PERMIT Type

*Scope of Work:

Notes:

*Job Value

Location

*Enter part or Search By Search Value

ENCROACHMENT
FENCE
MECHANICAL
NEW SEWER
PLANNING
PLUMBING
REROOF
SOLAR APP
TRANSPORTATION
TREE REMOVAL
WINDOWS

- 5) Enter the scope of work and job value. The scope of work may be brief, and the job value may be an estimate.
- 6) Under the **Additional Information** section, please read the statement with Planning’s contact information, then select “acknowledged” from the drop-down.

Additional Information

TREE DESTRUCTION

(*) asterisks denote a required field:
If you have questions, please contact the Planning Department at (650) 851-6796. Online submittals are optional. You may submit a Tree Destruction Permit Application in person during Planning Counter hours Monday thru Thursday, 9:00am-12:00pm.

*Number of Trees to be Removed:

*Type of Trees
Please indicate the number of trees along with the species, and size in

Acknowledged

- 7) Enter the number of trees to be removed. Please note, the number of trees to be removed does not impact the fees to be assessed. Fees are assessed on a per Tree Destruction Permit application basis.

*Number of Trees to be Removed:

- 8) Enter the type of trees to be removed. Please include the tree species and size of the tree in inches. Please indicate if diameter or circumference is used for the size. Please label trees as Tree 1, Tree 2, etc. And use the same label for each tree in your attachments. Example:

Tree 1: Oak, 54" diameter

Tree 2: Eucalyptus, 24" diameter

Tree 3: Oak, 28" diameter

In this example, the 54" Oak should be labeled as "Tree 1" in any photos, site plans, or other attachments.

***Type of Trees**
Please indicate the number of trees along with the species, and size in inches. Indicate if diameter or circumference is used. Example:
Tree 1: Oak, 54" diameter:

- 9) Enter the reason the tree is being removed (e.g. "Sudden Oak Death," "defensible space," etc.) The reason provided should be supported by the attachments included with your application.

***Please describe the reasons to remove the trees identified:**

10) Under the **Acknowledgements** section, you will read various statements. For each statement, select “Acknowledged” from the drop down to verify you read and understood the statement.



ACKNOWLEDGEMENTS

***Arborist Report May be Required:**

The Planning Department may require an arborist report to be submitted if the information submitted by the applicant is insufficient to determine the health of the SIGNIFICANT TREES or any danger the SIGNIFICANT TREES may pose.

<https://www.woodsideca.gov/DocumentCenter/View/342>

Acknowledged ▼

***Permit Null and Void 2 Years after Issuance:**

The approval of this permit shall lapse and shall become null and void two years following the permit issuance date, unless extended by the Planning Director pursuant to Municipal Code Section 153.917.

Acknowledged ▼

***All work must be done on-site. Any work in the public right-of-way may require an encroachment permit.:**

Contact the Public Works Department for more information at (650) 851-6796

Acknowledged ▼

***Application must be signed by the Property Owner:**

If someone other than the property owner provides the digital signature, please attach a brief authorization letter signed by the owner.

Acknowledged ▼

***DIGITAL SIGNATURE:**

Type Name here to agree the information provided is accurate and complete. I understand that this permit is valid only if the information provided is accurate and complete.

John Doe

Tree Removal Permit Fee Information:

Upon submitting your Tree Destruction Permit application via eTRAKiT your application will be reviewed for completeness. Pursuant to the Town of Woodside Fees and Charges schedule effective August 1, 2024, the fee is \$125 per Tree Destruction Permit application. However, the fee is waived under certain circumstances. Upon acceptance of your application for completeness, you will receive an email notification of fees due (if any).

Acknowledged ▼

Under the **Digital Signature** field, please enter the name of the person completing the application. If someone other than the property owner is completing the application, please attach a brief letter signed by the property owner authorizing the tree removal.



11) Please upload all of the required attachments to avoid any delays in the processing of your application. The required attachments are listed under the **Required Attachments** section. All of the attachments with an asterisk are required attachments (sketch, description, and photos). Trees to be removed should be labeled in the attachments. (See example above under item 8. "Tree 1" should be labeled as such in each of the attachments.)



REQ. ATTACHMENTS

*A sketch of the site depicting the location of the **SIGNIFICANT TREES** included in the permit application.:

Include proximity to structures, property lines, easements, other trees, stream corridors, trails and other relevant features. Please number each tree on the sketch consistent with other attachments.

Attached ▼

*Description of the **SIGNIFICANT TREES**, including species, size, health, and general condition:

Please number each tree on the description consistent with other attachments.

Attached ▼

*Photograph of existing site with **SIGNIFICANT TREES** clearly marked with orange ribbon that will remain on the tree throughout the permitting process:

Please number each tree on the photograph consistent with other attachments.

Attached ▼

If the tree is being removed under the Defensible Space Program, you will also need to attach a Defensible Space Home Hardening Application and Assessment Form. Since this attachment only applies for trees being removed under the program, the field is not required. If it does not apply, you may select "Not Applicable" from the drop-down or leave it blank.

Defensible Space:

For trees being removed under the Defensible Space program, attach a copy of the Defensible Space Home Hardening Application and Assessment Form.

Not Applicable ▼

As a reminder, if someone other than the property owner completes the application, you will also need to attach a brief letter signed by the homeowner authorizing the tree removal.

- 12) Under Location, enter the address or APN where the tree is to be removed. If entering the address, enter the number and street without the street type (street, road, court, way). For example, 2955 Woodside Road would be entered as “2955 Woodside.” You would not include *Road*.

Location

***Enter part or all of your address and press search**

Search By

Search Value

Click “Search” then select the appropriate address from the drop-down.

Location

***Enter part or all of your address and press search**

Search By

Search Value

Select address below

Please upload all required documents in needed f

13) Upload all of the required attachments. If attachments are missing, there may be a delay in processing your permit application.

Click the “Select” button, then choose the file from your device. Add a description (Description, Sketch, Photo, Defensible Space, or Property Owner Authorization). Then click the “Upload” button. Repeat these steps for each attachment.

Please note, only PDF and image files (JPEG, TIFF, GIF, etc.) will be accepted.

Attachments

Please upload all required documents in needed for your permit application.

Documents can be uploaded at any time using this portal.

Failure to upload required documents may result in unnecessary delays to your Permit.

The only acceptable file types are Adobe PDF files.

Exception: Image files are allowed for Tree Removal Permits (JPEG, BMP, TIFF, GIF, PICT)

Filename	<input type="text"/>	Select
Description	<input type="text"/>	
<input type="button" value="UPLOAD"/>		

14) On the next screen, the Applicant Information and Owner Information will auto-populate. Please add in any missing information for those two contacts. Information is not required for any other contacts.

Application for a TREE REMOVAL Permit

Applicant Information

*Name	<input type="text" value="Julie Paping"/>	*Phone	<input type="text" value="(650) 851-6790"/>
*Address	<input type="text" value="2955 WOODSIDE RD"/>	*Email Address	<input type="text" value="jpaping@woodsideca.gov"/>
*City	<input type="text" value="Woodside"/>	*Zip	<input type="text" value="94062"/> - <input type="text" value="2443"/>
*State	<input type="text" value="CA"/>		

Owner Information

*Name	<input type="text" value="TOWN OF WOODSIDE"/>	Phone	<input type="text" value="() - -"/>
*Address	<input type="text" value="PO BOX 620005"/>	Email Address	<input type="text"/>
*City	<input type="text" value="WOODSIDE"/>	*Zip	<input type="text" value="94062"/> - <input type="text" value="0005"/>
*State	<input type="text" value="CA"/>		

15) Review the information included with your application.

Permit Application



Application for a TREE REMOVAL Permit

Permit Information

EDIT

Type TREE REMOVAL
Subtype POOR HEALTH
Description Remove two trees
Job Value \$2,500.00

Location

EDIT

2955 WOODSIDE RD
WOODSIDE, CA 94062

Contacts

EDIT

Applicant Information

Julie Paping (650) 851-6790
2955 WOODSIDE RD jpaping@woodsideca.gov
Woodside, CA 94062 - 2443

Owner Information

TOWN OF WOODSIDE
PO BOX 620005
WOODSIDE, CA 94062 - 0005

Contractor Information

Fee Information

Type	Amount
STAFF REVIEW FEES	\$125.00
TREE DESTRUCTION PERMIT	125.00
Total Fees	\$125.00

Attachments

To upload additional attachments click on Upload.

Upload

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

NEXT STEP

Use the “Edit” buttons or “Previous Screen” button to go back and change information.

Please note, the fee will show as \$125; however, the fee is waived under certain circumstances. After submitting your application, you will receive an email confirming whether fees are due or waived.

If everything looks okay, click the “Next Step” button. You will receive email confirmation that your Tree Destruction Permit application was received and is under review for completeness.

16) Assessment of Fees

Your application will be reviewed and Planning staff will determine if fees are due. You will receive an email notifying you whether fees are due.

If fees are due, you will log back into eTRAKit, click on “Dashboard,” and then find the Tree Destruction Permit under “My Active Permits.” Click on the link in the “Fees Due” column.

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JULIE PAPING

My Dashboard

- Permitting**
 - Apply for a new Permit
 - Search for a Permit
 - Pay Fees
- Planning**
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractors**
 - Search Contractors
- Inspections**

Hello Julie Paping.
Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES

 **My Active Permits** 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	UNLINK
TREE2025-0018	2955 WOODS...	TREE REMOVAL	FEES DUE		\$125.00		

Select the Permit, then click the “Proceed to Checkout” button.

Select	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (TREE2025-0018)	TREE REMOVAL	2955 WOODSIDE RD	\$125.00
				Total: \$125.00

REMOVE SELECTED ITEMS | BACK TO DASHBOARD | VIEW PAID ITEMS | **PROCEED TO CHECKOUT**

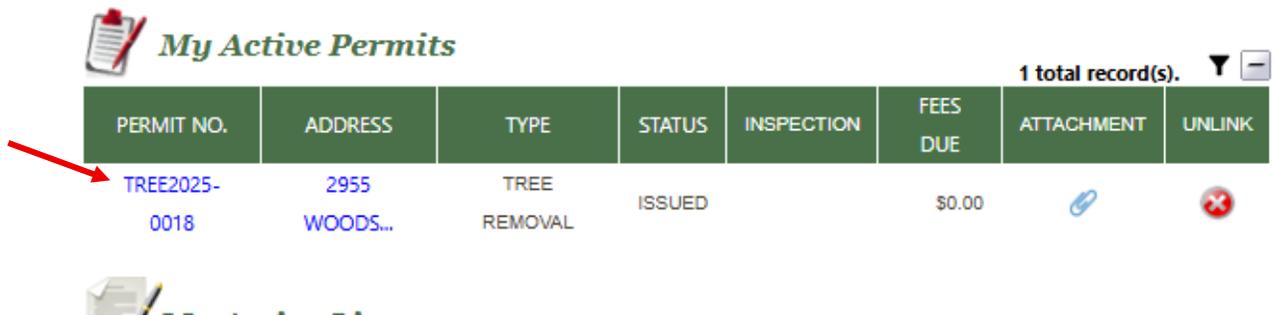
Then, you will click on either the “Pay By Credit Card” button or “Pay with E-Check” button and enter your payment information. After your payment is submitted, Planning staff will be notified and continue processing your permit.

17) Planning Review and Permit Processing

If additional information is needed, the Planner assigned to your permit application will contact you. If any attachments are missing, you will be asked to email them directly to the Planner.

18) Permit Issuance

Once the permit is issued, you will receive notification via email. Please log back in to eTRAKit and click on the Tree Destruction Permit link from the Dashboard page.



My Active Permits 1 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	UNLINK
TREE2025-0018	2955 WOODS...	TREE REMOVAL	ISSUED		\$0.00		

Click on the “Reviews” tab, then click on “More Info.”



Permit #TREE2025-0018

 Attachment

Permit Info | Site Info | Contacts (2) | Fees \$0.00 | Inspections(0) | Conditions (0) | **Reviews(1)**

Tree Destruction | Acknowledgements | Req. Attachments

Type	Reviewer	Status	Submitted	Completed	Due Date	More Info
PLANNING TREE PERMIT		APPR...	6/9/2025	6/10/2...	6/19/2...	More Info

Any conditions of approval will be listed here. It is important that you follow all of the conditions of approval.

The screenshot shows a window titled "Review - PLANNING TREE PERMIT" with a search bar at the top right. The window contains the following information:

- Review Group: AUTO
- Review Type: PLANNING TREE PERMIT
- Status: APPROVED
- Date Sent: 6/9/2025
- Date Due: 6/19/2025
- Date Returned: 6/10/2025
- Reviewer:

Below this information is a "Notes:" section. A red arrow points to the first note, which is highlighted in blue. The notes are:

6/10/2025 11:26:08 AM - JULIE PAPING

1. All construction staging and construction parking shall be located onsite and shall not be located within any right-of-way, ingress/egress easement, access route for other parcels, or within any stream corridor, area with slopes in excess of 35%, area designated to meet the Town's natural state requirements, any areas where it may harm protected trees, trails, or within any other environmentally sensitive area.
2. If any work, equipment, and/or vehicle must be located within a public right-of-way to complete the work, Town approval of an Encroachment Permit shall be obtained prior to any work taking place.
3. Cut the tree as low to the ground as possible.
4. Consider planting a native replacement tree if the existing tree provides screening between you and your neighbor.
5. The approval of this permit shall lapse and shall become null and void two years following the permit issuance date, unless extended by the Planning Director Pursuant to Municipal Code Section 153.230.

A "CLOSE" button is located at the bottom center of the window.

If you have any questions, please feel free to call the Planning Department at 650-851-6796. Press option 2 for the Planning Department.

The Planning Department still accepts Tree Destruction Permit applications in person during Planning counter hours: Monday – Thursday, 9AM to 12PM.