Marina Tree Work Permit

Submitting Interactive Tree Work Application - Technical Tips

Recommended Workflow

Open the Marina Tree Work Permit webpage with one of the following web browsers: Google Chrome (recommended), Mozilla Firefox or Apple Safari.

Click on appropriate **DOWNLOAD APPLICATION** button based on your tree work applications needs and save the opened interactive PDF form on your computer (Windows or Mac desktop or laptop).
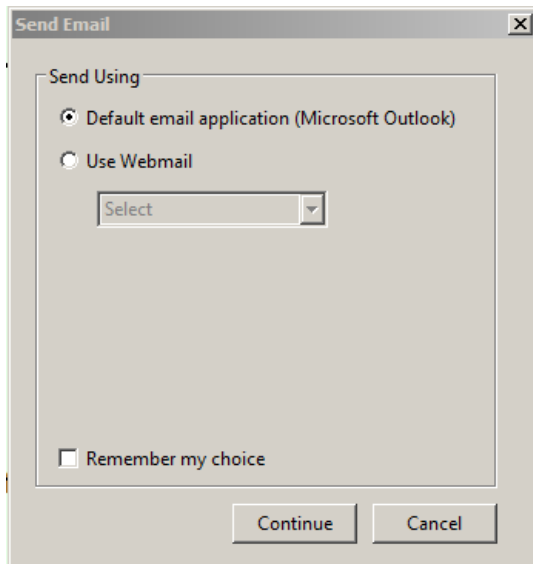
Marina Tree Work Permit

From now on, you do not need any web browser. Do NOT fill in and submit the interactive PDF form within the web browser, as the browsers typically open PDF files with proprietary PDF viewers with limited functionality. *The interactive PDF forms work only when opened with Adobe Acrobat Reader or Adobe Acrobat Pro versions 10, 11 and DC*, so make sure you have one of them already installed on your computer. You can download the most recent version of the free *Adobe Acrobat Reader* on your computer from http://get.adobe.com/reader/otherversions/.

Open the saved PDF form with Adobe Reader or Adobe Acrobat Pro. Now you may fill it in, add attachments, and submit it by clicking on **SUBMIT** button. We recommend you save the completed form just before clicking on **SUBMIT**. See additional tips at the end of this document.

When you click **SUBMIT**, a *Send Email* window will pop up. Select email application (*Default email application* or

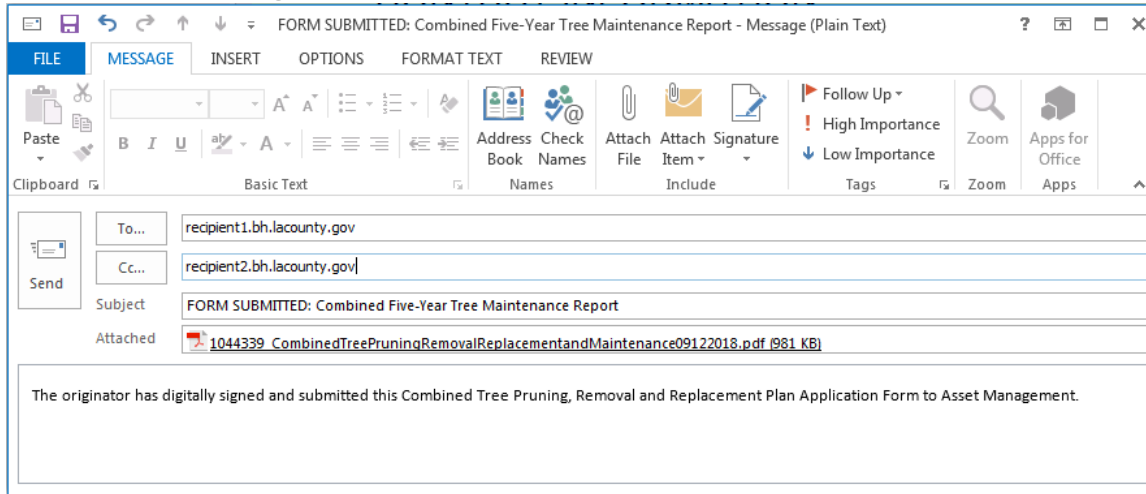*Use Webmail*) and click on **Continue** button.

This will automatically create an email submittal with your completed PDF attached and addressed to the Department of Beaches and Harbors at TreeSurvey@bh.lacounty.gov.

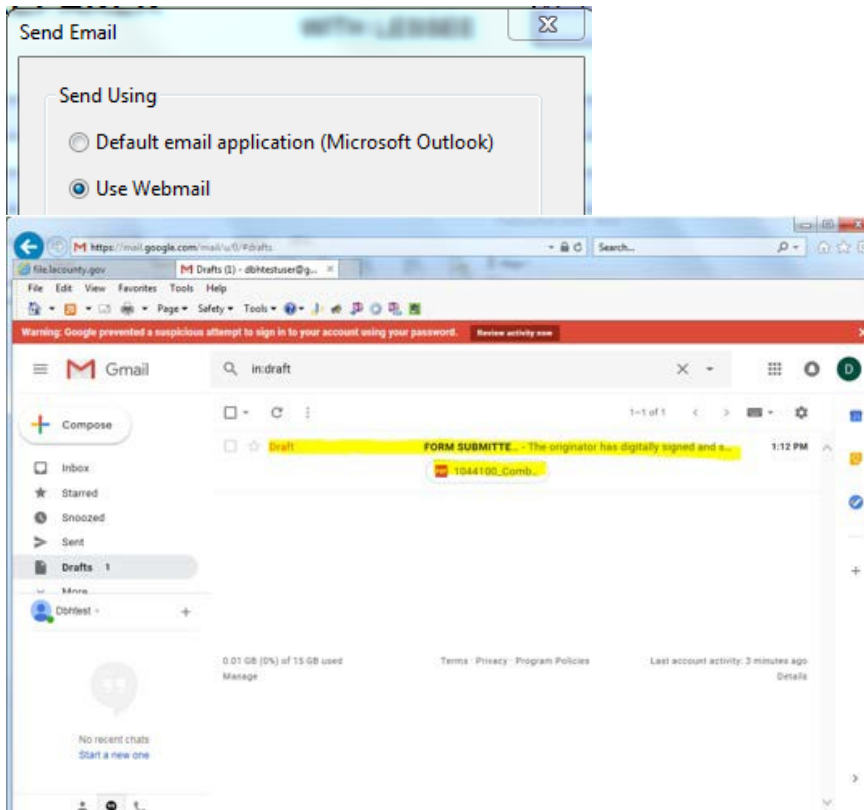*Example 1*: Send email using Microsoft Outlook:

If a new email is not created reasonable time after clicking on Send Email: **Continue** button, please repeat your attempt by clicking on **SUBMIT** again.

Example 2: Send email using Webmail. Note that the email will be created in the designated *drafts* folder of the selected account.

Important:

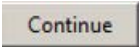> **Send** the email without changing automatically created recipients, subject line, and bodytext. You may add recipients and attachments. The maximum email message size supported by LA County is **25 MB**.

Now you have successfully submitted your Tree Maintenance Application to theDepartment of Beaches and Harbors.

Notes

1. Make sure to download the form(s) from the <u>Marina Tree Work Permit</u> webpage. Do not use old permit form(s) from previous submittals since we may have made some modifications.

2. If a new email wasn't created reasonable time after clicking on Send Email: Continue button, please repeat your attempt by clicking on **SUBMIT** again.

3. Your application is successfully submitted only when you send the email to which it is attached to <u>TreeSurvey@bh.lacounty.gov</u>.

4. You can attach additional files to the email. If the attachments are too large, you can email some of them to your agent in a separate email. The maximum email message size supported by LA County is **25 MB**.

5. If you cannot meet the system requirements, please click on appropriate application name below to download and use *the non-fillable PDF version of the form by just printing it out and submitting it by hand or fax:*

   o *Tree Pruning AND Tree Removal*

   o *Tree Maintenance Report*

   o *Tree Pruning ONLY*

   o *Tree Replacement Plan ONLY*

Marina Tree Work Permit

General Instructions for submitting interactive Marina Tree Work Permit forms

1. Please make sure to have the recommended web browser and Adobe Acrobat Reader versions.
2. Only the most recent form downloaded from the beaches website https://beaches.lacounty.gov/ may be submitted. We recommend not copying old permit form from previous submittalssince we may have made modifications.
3. Please enter only numbers for phone numbers on the form without dashes or parenthesis.
4. Use the calendar controls provided to select dates on the form.
5. Refrain from typing in incorrect dates on the form.
6. Enter only the maximum allowed text on all fields on the form.
7. Entering incorrect information may delay the processing of your permit.
8. Please note that your application is successfully submitted only after you send it as attachment to the email generated when you submit your interactive PDF form.
9. Do not change emails' recipients and subject line.
   You may include additionalrecipients and attachments.
10. Please provide a valid email address on your permit request.
11. Remember to check your Clutter, Spam, and Junk Mail folder for emails from the Marina Tree Work Permits administrator.
12. We recommend that you save your filled-in PDF form for future reference.
13. Please make sure to submit only information, relevant to the permit request.
14. The maximum size of email attachment is **25 MB**. Please send additional documents in separate emails to your beaches Real Property Agent.
15. Contact your own technical support staff if there are any browser or Adobe application issues.