



Edwin M. Lee, Mayor
Mohammed Nuru, Director

DATE

Owner Name
Address
City, State ZIP

Re: Transfer of tree maintenance responsibility for street tree or trees adjacent to <<Situs Address>>

Dear Property Owner,

The Department of Public Works (DPW) is standardizing the responsibility of street trees by transferring maintenance responsibility to adjacent property owners. This transfer will help realign DPW assets with available funding resources and allow the agency to continue to care for trees within a pruning cycle and provide other tree related emergency services. Article 16 of the Public Works Code authorizes the department to transfer maintenance responsibility to adjacent property owners in Section 805 (e). The Code outlines the process for this maintenance responsibility transfer. The tree(s) adjacent to your property was inspected by a certified arborist. Based on this inspection, the tree(s) meets the criteria for transfer because 1) the tree is in good health; 2) the tree is structurally sound; and 3) the tree has no routine or major maintenance requirement.

Therefore, DPW intends to relinquish its responsibility to maintain the tree adjacent to your property at <<Situs Address>>.

As part of this transition, the Public Works Code requires the agency to hold public hearings for property owners who request a hearing. If you choose to appeal this transfer, the following date is your scheduled public hearing:

<<Hearing Date and location>>

If you choose to attend one of these hearings, please contact DPW via email at TreeCareTransfer@sfdpw.org or by phone at (415) 554-7336 to confirm your attendance. You will be given the opportunity to present your views to the hearing officer. If you are unable to attend this hearing, please contact DPW for an alternate date.

For more information and to learn more about trees in San Francisco, please see the enclosed information, visit www.sfdpw.org or call the DPW Urban Forestry Hotline at (415) 554-7336. Thank you for your attention and cooperation.

Respectfully,

Mohammed Nuru,
Director

