Tree Pruning for General Advertising Signs

Street trees are important assets of neighborhoods and commercial districts. The citizens of San Francisco value street trees and have mandated their protection through Article 16 of the Public Works Code. Therefore, a permit is required before any Street Tree can be pruned within 150 feet of any portion of a general advertising sign.

Section 805 (b) requires a permit for Major Maintenance of any Street Tree within 150 feet of any portion of a general advertising sign. The Department shall issue a permit only to the owners of lots or portions of lots immediately abutting on fronting on or adjacent to any such Street Tree.

Any permit for Major Maintenance of Street trees specified in Section 805 (b) (1) shall include a condition that the Maintenance work conducted under the direct supervision of a certified arborist in accordance with this Article 16 and other standards the Department adopts.

The following is required to process your application:

1. Return the completed and signed application form. Note the application must be signed by the adjacent property owner, or if submitted by an agent on the owners’ behalf, a separate letter clearly authorizing the agent to prune trees on the property owner’s behalf signed by the property owner must be included. Retain this sheet for your reference.

2. Non-refundable fee: of $300 (make check payable to: CCSF – DPW – BUF and pay in person or by mail to Urban Forestry, 1155 Market St., 3rd Fl., San Francisco, 94103)

3. Include a site plan of the location of the trees and the location of the general advertising sign

4. Include a detailed description of the proposed pruning – ensure all proposed pruning is consistent with the City’s adopted pruning standards (available on our website)

5. Include the name and arborist certification number of the certified arborist who will perform the pruning or directly supervise the work.
For Bureau use only  Approved by Date APPLICATION #
Number to Prune ______  Species __________________________

Application is hereby made under provision of Article 16 of the Public Works Code for permission to undertake major maintenance within 150' of a general advertising sign adjacent to the premises located at:

1. TREE(S) TO BE PRUNED

   Number
   Street Tree(s) ______ Species __________________________
   ______________ __________________________

2. TREE LOCATION

   Street # and Name __________________________
   Zip Code __________________________ (St., Ave., Blvd., Ct., etc.)
   Cross Streets __________________________

3. LOCATION OF GENERAL ADVERTISING SIGN AND DESCRIPTION OF PROPOSED PRUNING

Please provide a site plan clearly indicating the location of the trees and the location of the general advertising sign.

The Public Works Code requires that the adjacent property owner provide permission prior to the pruning of any tree for general advertising clearance.

You must include property owner’s signature on this application or provide a signed letter authorizing the pruning. Submittal of this letter does not guarantee approval by the department.

5. PROPERTY OWNER INFO

   Last Name__________________________ Mr.  Ms.
   First Name __________________________
   Street # and Name __________________________
   City __________________________
   State ______ Zip: __________________________ - ______
   Phone Number __________________________ - ______ - ______
   Email address __________________________

6. CONTACT PERSON

Check here if same as above

   Last Name __________________________
   First Name __________________________
   Company/Agency/Org. __________________________
   Phone Number __________________________ - ______ - ______
   Fax Number __________________________ - ______ - ______
   Email Address __________________________

7. CERTIFIED ARBORIST

   Name __________________________
   ISA certification number __________________________

I agree to hold harmless the City and County of San Francisco, its agents, officers and employees from any damage or injury caused by reason of planting, placement, maintenance, or removal of the planter or plants. The owner or owners of the respective property shall be solely liable for any damages.

Signature: __________________________ Date: __________________________

(Check one)  Property Owner  Owner's Agent