



Urban Forestry

urbanforestry@sfdpw.org | T. 628.652.8733 | 49 South Van Ness Ave. Suite 1000, San Francisco, CA 94103

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 \$432 **(make check payable to: CCSF – DPW –BUF and pay in person or by mail to Urban Forestry, 49 S Van Ness STE 1000, San Francisco, CA 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.



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**TREE PRUNING PERMIT APPLICATION
NON REFUNDABLE PROCESSING FEE OF \$432.00**

**Please make checks payable to: CCSF - DPW - BUF
Pay in person or mail to: 49 S Van Ness Ave STE 1000, San Francisco, CA
94103 TEL. NO. 628.652.8733 EMAIL: urbanforestrypermits@sfdw.org**

| | | | |
|----------------------------|-------------------|---------------|---------------------|
| For Bureau use only | Approved by _____ | Date _____ | APPLICATION # _____ |
| Number to Prune _____ | _____ | Species _____ | _____ |

Submit completed application to address shown above, **incomplete applications will be returned.**

Number Street Tree(s) _____ Species _____

2. TREE LOCATION

Street # and Name _____ (St., Ave., Blvd., Ct., etc.)
 Zip Code _____ - _____
 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 _____
 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 _____
 Organization _____
 Address _____
 Phone Number _____ - _____ - _____
 Email Address _____

7. CERTIFIED ARBORIST

Name _____
 ISA certification number _____

the respective property shall be solely liable for any damages.

Signature: **Date:**

(Check one) Property Owner Owner's Agent