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

Tree Planting Permit Process and Application

Street trees provide a range of benefits to our neighborhoods and commercial districts that are vital to San Francisco's quality of life. Therefore, a tree-planting permit is required to ensure that street trees are properly planted to maximize tree benefits, protect public safety, and limit conflicts with infrastructure.

Permit Application Materials

Submit the following materials via email to **urbanforestrypermits@sfdpw.org:**

- Completed application form
- If the planting is related to new construction or other requirements of Public Works Code Article 16 Section 806(d), include the approved site plans and Tree Planting and Protection Checklist (see the item 2 below)

Planting Permit Process

1. After submission of the completed application, call 628.652.8733 to schedule an inspection to evaluate the proposed tree locations and species. **Species selection subject to changes and final approval by Bureau of Urban Forestry Urban Forestry Inspection Staff.**

2. Final verification of street tree species and planting sites requires a pre-site inspection to locate infrastructure and traffic elements that have a bearing on street tree planting per Department of Public Works Order No. 187246 (summarized on reverse side), Americans with Disabilities Act Accessibility Guidelines, California Building Code Title 24 and other relevant regulatory codes and guidelines.

a. A minimum two (2) weeks' notice is required for pre-inspection before constructing sidewalk basins. One (1) week for a scheduled appointment for final inspection prior to sign off on a job card.

3. Call Underground Service Alert at 800-227-2600 to check for the location of underground utilities. If underground utilities are closer than the required minimum distance or if you have questions, call the Department at (628) 652-8733.

Further Recommendations

- Use a licensed and insured contractor for tree work, preferably an Arborist certified with the International Society of Arboriculture (http://isa-arbor.com).

KEEP THESE INSTRUCTIONS FOR REFERENCE

SUMMARY OF DPW ORDER 187246 PLANTING GUIDELINES. This list is not inclusive of complete guidelines.

It is recommended that the Permittee carry adequate liability insurance for his/her own protection and in order to carry the foregoing provisions into effect.

GENERAL REQUIREMENTS

Trees to be planted must be from a minimum 15-gallon sized nursery container/ 24" box for construction related plantings.
The tree must eventually grow to upright to obtain 8' clearance over the sidewalk and 14' over the road.
Depending on the sidewalk width, the maximum new basin size is 4x6 or 5x5; the minimum is 3ft.by 3ft.
In no case shall the new street tree result in an obstructed sidewalk width of less than 48 inches.
Raised structures around the tree basin can present a tripping hazard and are not allowed.

A basin cover, perimeter of red brick, or other approved material is encouraged (but subject to approval) in the tree basin in the following cases:

a. Bus Zones when a planting is allowed
b. Areas with heavy pedestrian traffic
c. Sidewalk with a grade of 10% or greater
d. Tree basins adjacent to parking meters

MINIMUM RESTRICTIONS

Trees **may not** be planted within :

25ft. in front of a traffic signal
25 ft. of the property line on the approach to an intersection and 5ft of the property line on the exit from an intersection as
the traffic flows IF a corner property
9, 15, and 21 feet of a street light for small, medium, and large mature size trees respectively
6ft of a utility pole
3ft of a parking sign unless the Department of Parking and Traffic agree to relocate the sign
3ft of a gas line, water line, electrical conduit and sidewalk furniture
5ft of a sewer line
5ft of a fire hydrant
10 ft from a fire escape landing zone
A bus zone when the sidewalk is less than or equal to 15ft
A restricted parking Blue Zone
15ft of existing trees if both are small mature sized trees

The property owner shall check for the presence of underground utilities in the area of proposed planting and shall be solely responsible in avoiding interference with or damage to electric or telephone conduits, sewers and other utilities. Check for the location of your underground gas and utility services by calling Underground Service Alert (USA) at 800-642-2444 or visiting https:// usanorth811.org/

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APPLICATION FOR TREE PLANTING PERMIT

Email completed application to: urbanforestrypermits@sfdpw.org. Please enter proposed species below, or "TBD."

Date: _____ **BUF APPLICATION #** _____

To Plant:

Street Tree(s) #: _____ Species _____

Street Tree(s) #: _____ Species _____

Significant Tree(s) #: _____ Species _____

☐ Construction related. Required by Article 16 Section 806(d) (Checklist and Site plans or diagrams are required)

Building Permit number if applicable: _____

SITE INFORMATION

Site Address: _____

Cross Street: _____ Zip Code: _____ Block/ Lot: _____

Owner Name: _____

Phone: _____ E-mail: _____

Applicant/Authorized Agent Information ☐ **Check here if same as above**

Applicant Name: _____

Company : _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

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, replacement, maintenance, or removal of the planter or plants. The owner(s) of the respective property shall be solely liable for any damages. The City has the right to deny this permit application, make changes in parking restrictions, such as designating new bus stops or blue zoned parking areas. Applicant is responsible for all work associated with permit, including tree removal, stump grinding, and tree planting where applicable.

_____ _____

Signature of Applicant/Authorized Agent **Date**