

Required Checklist for Tree Planting and Protection



London N. Breed
Mayor

Alaric Degrafinried
Acting Director

Urban Forestry
49 South Van Ness Ave.
Suite 1000
San Francisco, CA 94103
Tel 628-652-4887

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks

Pursuant to Public Works Code Article 16, many construction projects trigger requirements for the protection of existing trees and/or the planting of new street trees.

This checklist must be completed for all construction-related projects as defined below. You may be required to submit a Tree Protection Plan and Review fee of \$151.00.

What does this checklist do?

This checklist describes applicable tree-related requirements and will help you design a Code-compliant project. Completion of this checklist is a requirement for projects meeting any of the criteria identified below. **No permit will be issued by the City before satisfying all applicable tree-related requirements**, including receiving clearance from the San Francisco Public Works to plant required street trees and/or remove any Protected Trees.

Why are existing trees protected and new trees required?

Trees are a vital component of the City's built and natural environments. They filter and contain storm water, lessen air pollution and greenhouse gases, help save energy, provide wildlife habitat and increase property values. The City is currently home to more than 100,000 street trees.

Instructions

Requirements for new street trees and tree protection apply to the types of projects identified in the chart below. Please check all boxes which apply to your project. If no boxes are checked, you do not need to complete this form.

Development Features

- Addition of a garage
- Addition of a new dwelling unit
- Addition of a curb cut
- Construction of a new building
- Net addition to an existing building of 500 gross sq. ft or more

An applicant for a project which meets **any** of the criteria identified above must complete this checklist and submit a copy of it to Urban Forestry along with the tree planting, removal and/or protection plan application.

Not all projects meeting the criteria above will be subject to tree protection and/or installation requirements. For example, if at least one street tree already exists for each 20 feet of street frontage, no new street trees will be required. Likewise, only certain trees, such as Street Trees and Significant Trees, must be protected.

1. Applicant Information

Contact Name: _____

Address: _____

E-Mail Address: _____ Phone #: _____

2. Site Information

Site Address: _____

Cross Street: _____ Block: _____ Lot: _____

Length of All Lot Frontages: _____ Building Permit Number: _____

4. Disclosure of Existing Protected Tree

Only the following specific types of trees require protection under the Public Works Code. These trees are collectively known as "Protected Trees." Please indicate the presence or lack thereof of such on, over, or adjacent to the parcel containing the proposed construction. Check all boxes that apply and indicate quantity of each tree type, if appropriate.

- ❖ **Street Trees:** A tree growing within the public right of way (e.g. sidewalk) that is not also a Landmark Tree. *Regardless of size, all trees in the public right of way are protected under Article 16 of the Public Works Code.*

Street Trees exist adjacent to the subject property.	A QTY: _____
Street Tree(s) proposed for removal	B QTY: _____
There are no Street Trees adjacent to the subject property.	C : _____ (A - B)

- ❖ **Significant Trees:** A tree that is planted on the subject property (i.e. outside of the public right-of-way) with any portion of its trunk within 10 feet of the public right-of-way that has (a) a diameter at breast height (DBH) in excess of twelve inches **OR** (b) a height in excess of twenty feet **OR** (c) a canopy in excess of fifteen feet. *If you are unsure of the boundary of the public right of way, contact San Francisco Public Works' Bureau of Street Use and Mapping. Please note that the public right of way may be wider than the sidewalk*

Significant Tree(s) exist on the subject property	A QTY: _____
Significant Tree(s) exist on any adjacent property	A QTY: _____
Significant Tree(s) proposed for removal	B QTY: _____
There are no Significant Trees on or adjacent to the subject property	C : _____ (A + A) - B

- ❖ **Landmark Trees:** A tree designated as such by the Board of Supervisors owing to particular age, size, shape, species, location, historical association, visual quality, or other contribution to the City's character. *If you have questions about the presence of Landmark Trees, please consult with San Francisco Public Works or visit www.sfpdw.org/trees*

Landmark Trees exist on the subject property	A QTY: _____
Landmark Trees exist on the adjacent sidewalk	A QTY: _____
Landmark Trees exist on the adjacent property	A QTY: _____
Landmark Tree(s) proposed for removal	B QTY: _____
There are no Landmark Trees on or adjacent to the subject property.	C : _____ (A + A + A) - B

Total Number of Protected Trees

Total : _____
Add all 'C's

If there are one or more protected trees total, you MUST complete submit a Tree Protection Site Plan along with the \$151 processing fee payable to CCSF-DPW-BUF.

See section Five and refer to code at <http://sfdpw.org/protection-trees-and-landscape-material>

Is the required Tree Protection Site Plan enclosed? Yes _____

Official Use Only - Tree Protection Plan Required _____ Processing Fee Paid _____

5. Impact of Project on Existing Protected Sites

If your responses above indicate that any Protected Tree(s) exist on, over or adjacent to the subject property, please check the applicable boxes, below:

BOX 1

The project may have an impact on one or more Protected Trees which are not proposed for removal, as follows: Either (1) any construction-related activity, no matter how minor, is planned or is reasonably foreseeable to occur within the dripline of a Significant Tree or a Street Tree or (2) regardless of the location of construction activity, the property contains a Landmark Tree.

Construction activities would include, but are not limited to the following: (1) Grading or excavation within the dripline of any Significant Tree or Street Tree. (2) Construction staging and/or storage of materials and/or equipment within the **dripline** of any Significant Tree or Street Tree. (3) Any activity that might necessitate pruning of a Significant Tree or Street Tree. (4) Dumping of trash and/or liquids (such as project waste water) within the basin or dripline of any Significant Tree or Street Tree.

If you have checked this box, a Tree Protection Plan must be submitted and approved by San Francisco Public Works Bureau of Urban Forestry prior to the commencement of any construction activity.

Such plan must meet the following minimum standards and be approved by SF Public Works:

- ✓ The Tree Protection Plan must be developed by an International Society of Arboriculture (ISA) Certified Arborist.

Site plans submitted along with the associated construction project must clearly indicate the street, curb, sidewalk, driveway, structure(s), and the locations of all Protected Trees and non-protected trees. Protected Trees must also be shown to include accurate tree height, accurate canopy dripline and trunk and canopy diameters. The plans must graphically depict implementation of all measures called for in the Tree Protection Plan.

BOX 2

The project involves the removal of one or more Protected Trees. A permit from San Francisco Public Works is required in order to remove any Protected Tree. The Planning Department will not approve a building permit for a project which involves the removal of a Protected Tree unless San Francisco Public Works has first reviewed the proposal and found it to be consistent with applicable rules and regulations.

If you have any existing, remaining trees not proposed for removal a Tree Protection Plan is required and must be approved by San Francisco Public Works Bureau of Urban Forestry prior to the commencement of any construction activity. Refer to minimum standards above.

BOX 3

Project will not remove or have any other impact on Protected Trees.

6. Calculation of Number of New Required Street Trees

One street tree is required for each 20 feet of street frontage of the subject property, any additional 10' of frontage will be rounded up, however credit is given for existing street trees. Please complete the table below to determine the number of street trees required for your project. If no street trees are required, please skip to the Applicant's Affidavit at the end of this form and once signed, return it to the Planning Department along with your Building Permit Application or other application.

Combined Length of All Street Frontages	Divided by Tree Spacing Requirement	Gross Number of Trees Required	Minus Number of Existing Trees	Net Street Tree Requirement
	÷ 20'	=	-	=
		(rounded)		

Unless site conditions physically prevent the planting of a street tree, a waiver or modification of street tree requirements is available only under extremely limited circumstances and **only outside of Residential Districts** (i.e. RH, RM, RTO, RED). **Be aware that even when available, an in-kind improvement or in-lieu payment is required for every such waiver.**

7. Applicant's Affidavit

I hereby attest under penalty of perjury that the information I have entered on this document is true and correct to the best of my knowledge, and that I have read and understood this form, and that I am the property owner or authorized agent of the property owner, familiar with the property, and able to provide accurate and complete information herein.

The undersigned agrees to the conditions of this form. I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement may lead to denial or rescission of my permit or other authorization and may constitute a violation of the San Francisco Municipal Code, which can lead to criminal and/or civil legal action and the imposition of administrative fines.

I understand that should my project be subject to a required Tree Protection Plan, that I will have a plan meeting or exceeding the minimum requirements prepared and submit it to San Francisco Public Works prior to the commencement of any construction activities. Such submittal may be made in person, by mail or via e-mail at urbanforestrypermits@sfdpw.org.

Signature

Date

Owner

Print Name

Authorized Agent

Phone Number

E-Mail

Submit this completed checklist to San Francisco Public Works via e-mail to urbanforestrypermits@sfdpw.org.

Contact Urban Forestry at 628-652-TREE(4887) with questions.