



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.

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

1. Return the completed and signed application form.
 - a. 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.
 - b. 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, 49 S. Van Ness Ave., Ste. 1000, San Francisco, 94103)**
3. A site plan of the location of the trees and the location of the general advertising sign.
4. 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. The name and arborist certification number of the certified arborist who will perform the pruning or directly supervise the work.

Further Recommendations

- Have an International Society of Arboriculture Certified Arborist evaluate the tree(s) and provide a written report. Certified Arborists can be found in the Yellow Pages under the heading "Tree Services" or the ISA website at <http://isa-arbor.com>.
- Use a licensed and insured certified arborist for any tree work.
- Only submit complete applications. Incomplete applications will be returned.

KEEP THESE INSTRUCTIONS FOR REFERENCE

APPLICATION FOR TREE PRUNING around General Advertising Signs

Email completed application to: urbanforestry@sfdpw.org. Invoice for payment will be sent once application is received.

DATE _____ APPLICATION # _____ APPROVED BY _____

TO PRUNE _____ SPECIES _____

_____ SPECIES _____

----- Applicant write below this line. -----

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:

TREE(S) LOCATION

Address: _____

Cross Street(s): _____

Zip: _____

TREE(S) TO BE PRUNED

Street Tree(s) _____ Species _____

Location of General Advertising Sign and Description of Proposed Pruning

PROPERTY OWNER INFORMATION

First and Last Name: _____

Address: _____ Block: _____ Lot: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

CONTACT PERSON

Check here if same as above

Company/Agency: _____

Contact First and Last Name: _____

Phone: _____ E-Mail: _____

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 of Applicant/Authorized Agent

Date

Property Owner

Authorized Agent