



Urban Forestry

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# Tree Protection Plan Cover Sheet & Planting Checklist

## 1. Applicant Information

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

## 2. Site Information

Address: \_\_\_\_\_

Building Permit Number \_\_\_\_\_

New Garage/ Curb Cut

ADU\* (legalization or new)

BSM Permit \_\_\_\_\_

Net Addition over 500 sq. ft.

**\*if ADU checked:** Size \_\_\_\_\_ sqft

New Building

New Dwelling Unit (not ADU)

## 3. Disclosure of Existing Trees

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. Review all categories of trees below and provide the quantity of each type of tree, if appropriate.

**A) Street Trees:** A tree growing within the public right of way (i.e., 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.*

QTY: \_\_\_\_\_

**B) Significant Trees:** A tree that is planted on the subject property (i.e., outside the public right of way) with any portion of its trunk within 10 feet of the public right of way that has (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*

QTY: \_\_\_\_\_

**C) Significant 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 at urbanforestrypermits@sfdpw.org.*

QTY: \_\_\_\_\_

## Total Number of Protected Trees

Add QTY : A, B, C \_\_\_\_\_

**If there are one or more protected trees total, you MUST submit a Tree Protection Site Plan along with the \$151 processing fee payable to CCSF-DPW-BUF. An Arborist Report shall be required for any excavation or construction within the critical root zone. With Certified Arborist, fill out page 2.**

**If no existing trees, proceed to Page 3.**

Pursuant to Public Works Code Article 16, many construction projects trigger requirements for the protection of existing trees. Construction activities include, but are not limited to the following:

- Grading or excavation within the dripline of any Significant Tree or Street Tree
- Construction staging and/or storage of materials and/or equipment within the dripline of any Significant Tree or Street Tree
- Any activity that might necessitate pruning of a Significant Tree or Street Tree
- 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 regardless of the location of construction activity, the property contains a Landmark Tree.

Dumping of trash and/or liquids (such as project waste water) within the basin or dripline of any Significant Tree or Street Tree is strictly prohibited.

A site plan for existing and proposed conditions (Sheet Title: Trees & Landscape) 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. A standard specification is provided on website as a pdf. With this coversheet submit the site plan, report (if required), and review fee of \$151.00.

#### 4. Arborist Information

Contact Name: \_\_\_\_\_

Certified Arborist or Consulting Arborist #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Tree Protection Summary Table**

Total number of trees inventoried	
Number of protected trees	
Total appraised value of protected trees*	
Number of protected trees proposed for removal	

\* Please submit a copy of the Tree Appraisal report provided by your consulting arborist. Appraisal must be completed following the guidelines provided in the "Guide for Plant Appraisal, 10th edition" by the Council of Tree and Landscape Appraisers. If the tree(s) appraise for less than the city's standard in-lieu fee, please state on the Summary Table "Standard Value."

Arborist Report should include inventory and condition of each protected tree and an evaluation of impacts of construction, including grading, excavation for utility installation, compaction, or any other aspect of project. **Report should outline tree protection measures identified by ANSI A300 and the ISA best management practices.**

### 5. Calculation of Required Number of Street Trees

One street tree is required for each 20 feet of street frontage of the subject property, **any additional 10 feet 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.

Combined Length of All Street Frontages	Divided by Tree Spacing Requirement	Gross Number of Trees Required <i>*see above for rounding</i>	Minus Number of Existing Trees	Net Street Tree Requirement
	<b>÷20'</b>	<b>=</b> <small>(rounded up for +10ft)</small>	<b>-</b>	<b>=</b>

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.

### 6. 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 understand 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. The owner, contractor, and architect are all responsible for knowing the information included in the arborist report and this form and for adhering to the conditions provided.

I understand that should my project be subject to a required Tree Protection Plan, that any tree on site protected by City Code will require replacement according to its appraised value if it is damaged beyond repair as a result of construction. Construction projects with protected trees require a final inspection by a City Arborist at the end of the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Owner

Authorized Agent

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Submit via e-mail to [urbanforestrypermits@sfdpw.org](mailto:urbanforestrypermits@sfdpw.org).

Contact Urban Forestry at 628-652-TREE(8733) with questions.