CITY OF SAN MATEO
COMMUNITY DEVELOPMENT DEPARTMENT

330 W. 20th Avenue
San Mateo, CA 94403
www.cityofsanmateo.org
(650) 522-7000

To apply online, visit the Customer Self-Service (CSS) Portal https://css.cityofsanmateo.org

Permit Application Form

Protected Tree on Private Property

1 **Project Address:**

2 **Project Description:**

☐ **Removal**[1] ☐ **Major Pruning**[2]

Number of Trees[3]**:**

1. *A permit is required ONLY for trees having a trunk diameter of 15" or more and Oak trees with a diameter of 10" or more (Heritage Trees). If unsure, use the following instructions to verify the trunk size: https://www.cityofsanmateo.org/DocumentCenter/View/55778/Tree-Diameter-Measurement-Guide?bidId=*
2. *Major pruning means removing more than 25% of the canopy or cutting roots closer than 6 times the trunk diameter. An Arborist Report with Pruning specifications must be submitted with this application for review.*

3. If removing or pruning more than 5 trees, provide a separate list of the trees and an Arborist Report from an ISA Certified Arborist.

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Tree species/type:	**Trunk size:** Diameter of the trunk at 54" above grade.	**Condition/Health** **Good:** Vigor is normal for the species. No significant damage due to diseases or pests. Any twig dieback, defoliation, or discoloration is minor. **Fair:** Reduced vigor. Damage due to insects or diseases may be significant and associated with defoliation, but it is not likely to be fatal. Twig dieback, defoliation, discoloration, and/or dead branches may comprise up to 50% of the crown. **Poor:** Unhealthy and declining in appearance. Poor vigor. Low foliage density and poor foliage color are present. Potentially fatal pest infestation. Extensive twig and/or branch dieback. **Tree is dead:**	**Reason for removal:** A. **Tree Condition.** The tree is dead or in a poor state of health that cannot be abated through reasonable arboricultural treatments. B. **Danger to People or Property.** The whole tree or a part is being identified to cause significant damage if impact occurs. NOTE: An arborist's report from an ISA Qualified Tree Risk Assessor is recommended and may be required for tree permits requested based on risk. **C. Interference with existing structures or utility services.** **D. To allow reasonable economic enjoyment of the property.** NOTE: The determination in granting or denying a permit is based on the criteria listed in Municipal Code Section 13.40.100#(b)(2). In reviewing applications, the Managing Arborist shall give priority to those based on risk.
1.	**in.**		
2.	**in.**		
3.	**in.**		
4.	**in.**		
5.	**in.**		
6.	**in.**		

Attachments. Check the box for each item attached:

☐ Site Map showing the location of trees and/or proposed replacement (s).
☐ Photographs of each tree. Provide clear color photos that include the entire tree, defective tree part (s), and/or damages caused by the tree applicable (sidewalk, driveway, curb, etc.).
☐ A separate tree list if removing more than 5 trees.
☐ An Arborist Report from an ISA Certified Arborist (required when applying for Major Pruning)
☐ Other:_____

Revised: 01/16/2024

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Applicant Information: ❑ Owner ❑ Owner's Agent ❑ Contractor ❑ Contractor's Agent ❑ Architect ❑ Engineer ❑ Developer ❑ Tenant

Applicant's Name: (Primary Contact):	**Address:**	**City, State & Zip Code:**
Company Name:	**Phone Number:**	**Email Address:**

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Additional Information:

Location of the tree (s) in relation to the main residence (e.g. front, side, back):_____

For trees in the front, specify the distance between the trunk and the sidewalk measured from the face of curve:_____

Is the tree (s) behind a locked gate?_____

(If yes, provide additional instructions or a main contact to allow access for the tree inspection)

Is any of the tree (s) located within the property line (shared tree)_____

(If yes, you must provide a letter of consent from the other property owner)

Is the tree removal related to a development permit?_____

(If yes, specify the building permit or planning application number)

Is anyone living at the tree address?_____

Are there any dogs/pets in the yard?_____

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---------- **The section below must be completed by the property owner** ----------

___I give permission to the City Arborist to access the exterior areas of my property as required to visually inspect my tree(s).

___I am aware that submitting clear photos and additional information with this application will expedite the review of my permit.

___If my permit is approved, I agree to the tree replacement requirements listed in S.M.M.C. 13.40 and the Administrative Guidelines.

Property Owner's Name:	**Address:**	**City, State & Zip Code:**
Phone Number:	**Email Address:**	

The Property Owner and Applicant are hereby informed that no Protected Trees shall be removed without first submitting an application to the Building Division with all outlined requirements in the City Code 13.40.100. It is unlawful for any person or entity to engage in, or cause, Major Pruning or Removal of a Protected Tree in the City without obtaining a permit to do so. This applies to any owner, possessor, or manager of property who engages in Major Pruning or removes or allows or instructs another to engage in Major Pruning or remove a Protected Tree, and to any other person, tree removal company, or other entity that actually removes or participates in the Major Pruning or Removal of the Protected Tree.

Signature of the Property Owner:	**Print Name:**	**Date:**

Notes: