



CITY OF SAN MATEO Tree Work Application For Removal and Pruning Permits



Department of Parks and Recreation
2001 Pacific Blvd, San Mateo, CA 94403
Phone: 650-522-7420 Fax: 650-522-7421 trees@cityofsanmateo.org

Date: _____ Tree Address: _____

Work to be performed:

Heritage Tree (see FAQ page for definition):

- Removal
- Prune more than 1/4 of the crown
- Prune more than 1/3 of the root system

Street Tree:

- Removal
- Pruning – please submit pruning specifications from the company who will be doing the work (see Pruning Specification Guidelines)

Number of Trees: _____ Diameter of Tree(s) measured 48" above ground: _____

Species: _____

Reason for Work
(describe in detail)

Location of Tree (in relation to residence): Front Rear Side Other: _____

Is the tree behind a locked gate? Yes No

Property Owner (print): _____ Owner Signature: _____

Contact Email: _____ Contact Phone: _____

Address (if different from Tree Address): _____

Is applicant the owner? Yes No

Does the owner live at the Tree Address? Yes No

OPTIONAL: Submission of photos and/or an arborist report may expedite your permit.

Submitting photos? Yes No

Submitting an arborist report? Yes No

FEES ARE NOT DUE AT THIS TIME – fees are due at the time the permit is issued. Fees include: 1) \$80 tree permit fee, and 2) a refundable \$475.00 tree deposit if the work requires tree removal; there is no permit fee for STREET TREE permits. The tree replacement deposit will be returned once the replacement tree(s) has been planted and that replant has been inspected and confirmed by City staff. In some cases, the Managing Arborist will provide direction on the replacement species and location of the replant (as outlined in Section 13.52.050 (b) S.M.M.C.). The applicant has up to 12 months from the issued permit date to request a replant inspection. The applicant is not required to be present at the time of the replant inspection. *If the replant condition is not fulfilled within 12 months, the deposit will be forfeited and become an in lieu fee and will be applied towards planting trees in public spaces elsewhere in the City.*

----- [Office Use Only] -----

TREE PERMIT

A copy of this permit page must be posted on the job site at all times while work is being performed.

Emergency Permit

Permit granted by Managing Arborist:

Date Issued:

Permit expires one year from the above date.

FEES:

No permit fee (Street tree permits only)

\$80 permit fee

\$475 tree deposit (refunded when replanting condition is fulfilled)

REPLANTING CONDITIONS:

Replant: _____ 24" box tree(s) on the property within 12 months of the permit date. Tree species MUST be chosen from the Official Replant List.

No condition necessary

Other: _____

CITY OF SAN MATEO

Heritage Tree FAQ's

What is the definition of a Heritage Tree in San Mateo?

1. Any Oak, Bay, Redwood, Buckeye, or Cedar, having a trunk diameter of 10 inches or more, measured at 4 feet (48 inches) above ground level.
2. Any tree with a trunk diameter* of 16 inches or more, measured at 4 feet (48 inches) above ground level.

*Measuring the diameter of your tree is straightforward, requiring just a few simple steps with the help of common household items. You can find easy measurement instructions on our website at <http://www.cityofsanmateo.org/trees>.

Are permits required to remove or prune Heritage Trees?

You must obtain a permit from the City's Managing Arborist if you wish to prune more than 25% of the existing foliage or 30% of the root system of any Heritage Tree growing in the City of San Mateo (Section 13.35, S.M.M.C.). Exceptions are extended only to the Police, Fire Departments and PG&E should they declare a tree a hazard to life or property.

Unless you are certain about the amount of foliage or roots you plan to remove from the tree, it is recommended that you consult the City or an ISA Certified Arborist before performing any work. You do not want to find yourself paying a penalty or harming your tree due to misguided maintenance.

Where can I apply for a permit?

Tree Work Applications for permits can be obtained at the Parks Office located at 2001 Pacific Blvd., San Mateo; or online at <http://www.cityofsanmateo.org/trees>.

Is there a fee for the permit?

A permit fee of \$75.00 is due at the time of permit issuance for work on any Heritage Tree. An additional tree replacement deposit of \$425.00 is due at the time of permit issuance for removals. The permit fee partially covers the cost of processing the permit, including an inspection of the tree by the City Arborist. The replacement deposit is returned once a new 24-inch box tree has been planted (valid for up to 12 months from the date of permit issuance). There is no fee for applications unless they are approved. Fees are required with all tree work with the exception of Street Tree pruning.

What happens after I submit my Tree Work Application?

Upon receiving the application, a representative from the City's Managing Arborist office will inspect the tree and evaluate your reasons for removal against the guidelines of the Heritage Tree Ordinance Section 13.52.040. To grant any permit, all abutting property owners are notified in writing of the Managing Arborist's decision and have 10 days to request consideration. After the notification period, the property owner is informed that the permit can be paid for and picked up at the Park's Division office located at 2001 Pacific Blvd., San Mateo. For convenience, the office will also take payment over the phone at (650) 522-7420. The permit will then be emailed to you, along with a receipt.

How long does it take to get a permit approved?

In most cases it takes approximately four weeks. It may take longer if the application is related to a construction development project, or if there is insufficient information provided and more is needed.

What can I do to expedite the process of my permit?

The more supplementary information that can be provided along with the application, the easier and quicker it will be to assess the situation and reach a determination.

Additional tips for an expedited permit process:

- The most helpful information would be in the form of visual aids such as a clear photo of the tree or any other related photos to support your request.
- Additional documentation will be requested in some cases. Examples of documentation include: a report from an ISA Certified Arborist, photos of damaged structures, letters of concern from neighbors, etc.

Can I appeal the decision?

Any person may request reconsideration of a permit decision. Requests shall be in writing, and mailed or emailed to the Director of Parks & Recreation no later than 5:00 p.m. of the tenth calendar day after the decision.

Are tree protection measures required when building near a Heritage Tree?

Depending on the scope and location of the project, the San Mateo Planning or Building Department may require that you submit a Tree Protection Plan prepared by an ISA Certified Arborist for any protected tree that may be impacted by construction. If the plan is sufficient to prevent harm to protected trees from reasonably foreseeable construction activities (as outlined in Section 13.52.025 S.M.M.C.) it shall be approved and monitored through completion of the project.

Can the Managing Arborist come out and offer guidance about my tree before I apply for a permit?

No. The Managing Arborist can only inspect your tree after an application has been submitted.

Do I need a permit to remove a dead Heritage Tree?

Yes. It is important that the Managing Arborist confirms the condition of your tree and issues a permit prior to removal. Please keep in mind that any helpful supplementary information (clear photos, reports, etc.) will expedite the processing of your application.

Will I be fined if a tree is removed without a permit?

Yes. It is unlawful to remove or cause damage to a Heritage Tree without a permit. Penalties can be assessed to all parties involved in an unauthorized removal, including the homeowner and the contractor. For details regarding fines and penalties, please refer to section 13.52.055 of the San Mateo Municipal Code.

What happens once a removal permit has been issued?

A Heritage Tree Removal Permit is valid for up to 12 months from date of issue. Within this 12-month period, the owner may remove the tree(s) and plant a new 24-inch box tree(s). A "replacement deposit" of \$425.00 is collected at the time of permit issuance. Once the replacement tree(s) has been planted, please contact the Parks Department to request a replant inspection. After an inspection by City staff verifies the replant, your deposit will be refunded by mail. If the replacement tree(s) is not planted within 12 months of the permit date, the deposit is forfeited and used to plant new trees in city parks, medians, and public areas.

Are there any specifications regarding the replacement tree?

Yes. Replacement trees must be of 24-inch box size. This is a standard size available through tree growers. The replacement tree may be planted anywhere on the property, except in the public right of way. In some cases, the Managing Arborist will provide direction on the replacement species and location of the replant (as outlined in Section 13.52.050 (b) S.M.M.C.).

My tree has become dangerous during a storm. Do I still need a permit for an emergency removal?

Generally speaking, exceptions to permits are extended only to the Police Department, Fire Departments and PG&E, should they declare a tree a hazard to life or property.

1. If your tree has caused a dangerous or life-threatening emergency: Call 911.
2. If your tree has become dangerous from a storm but is not causing an immediate threat: Call the Parks Department at (650) 522-7420. You will be issued an “emergency permit”, at which point the Managing Arborist will visit your property and issue the permit on site.

My neighbor has a tree that is causing damage to my property. Can the City do anything about it?

The City cannot force the owner of the tree to remove or prune it. It is recommended that you work with your neighbor to arrive at a solution. If you are unable to arrive at a mutually agreeable solution, consider contacting the Peninsula Conflict Resolution Center for assistance at (650) 513-0330.

Why does the City have a Heritage Tree Ordinance?

In 1968, the City adopted a Heritage Tree Ordinance to preserve the great trees in the City and to encourage planting more trees. Heritage Trees are living landmarks and are an important part of San Mateo’s urban forest. As stated in the ordinance, it is our intent to pursue methods of solving tree-related problems, other than removing valuable trees unless absolutely necessary. The ordinance also ensures that Heritage Trees will be protected during construction.

Trees provide many benefits to our community including:

- Raising property values
- Providing wind and sun protection, thereby lowering heating and cooling bills
- Providing privacy as well as natural habits for song birds
- Reducing stress: in fact having trees close by has been proven to aid in recovery after surgery
- Providing over \$1.4 Million in net benefits to our City (City of San Mateo Urban Forest Resource Analysis, 2011)

I still have questions. How can I get additional information?

Contact the Tree Division at (650) 522-7420, or email trees@cityofsanmateo.org.



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Tree Pruning Specification Guidelines

For any tree in the City of San Mateo requiring a pruning permit, the City requires that the applicant submit a written set of pruning specifications.

The ISA Certified Arborist® who will oversee the work must prepare the pruning specifications.

Pruning specifications should include the following elements, in as much detail as possible:

- 1) Species and location of the tree(s) to be prune
- 2) Objective
- 3) Pruning System (what the tree will look like after pruning)
- 4) Types of branches to be removed (i.e. living, dead, mistletoe, diseased, long or leveraged)
- 5) Pruning amount – percentage or number of branches to be removed
- 6) Location in the crown where the branches will be removed
- 7) Pruning cut types to be used – branch removal, reduction, heading
- 8) Size range of parts to be removed.

Some contractors will summarily and incorrectly state on a proposal that they will “*prune to ANSI A300 standards*”. Please note that ANSI A300 Standards are not specifications. The ANSI Standards provide the framework for the drafting of useful, measurable specifications.

For the best care of your tree, and to ensure a quick permit approval process, retain a contractor who:

- Is an ISA Certified Arborist® (www.treesaregood.org/findanarborist)
- Understands and adheres to the ANSI A300 (Part 1) Standards revised in 2017
- Understands and adheres to ISA Best Management Practices



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Official Replant List

Approved Tree Species for Replanting

Updated May 2020

 evergreen a thirsty tree (requires more watering)**Small Trees**

| | | | |
|--|---|--|---------------------|
| Brazilian pepper (<i>Schinus terebinthifolius</i>) |  | 15-25 ft | umbrella |
| California buckeye (<i>Aesculus californica</i>) | | 10-25 ft | rounded or umbrella |
| Gold medallion (<i>Cassia leptophylla</i>) | | 20-25 ft | rounded or umbrella |
| Japanese black pine (<i>Pinus thunbergii</i>) |  | 25-30 ft | conical |
| Korean fir (<i>Abies koreana</i>) |  |  15-35 ft | conical |
| Sweetshade (<i>Hymenosporum flavum</i>) | |  20-30 ft | conical or oval |
| Water gum (<i>Tristanopsis laurina</i>) | |  20-30 ft | oval or rounded |
| Weeping nootka cypress (<i>Callitropsis nootkatensis</i> 'Pendula') |  |  20-35 ft | conical |

Medium Trees

| | | | |
|---|---|--|-------------------------------|
| Alum Lawson Cypress (<i>Chamaecyparis lawsoniana</i> 'Alumii') |  |  20-40 ft | conical |
| Australian willow (<i>Geijera parviflora</i>) | | 30 ft | oval |
| Brisbane box (<i>Lophostemon confertus</i>) |  | 30-40 ft | oval or rounded |
| Cajeput (<i>Melaleuca quinquenervia</i>) |  | 20-40 ft | oval or rounded |
| California sycamore (<i>Platanus racemosa</i>) | | 30-70 ft | oval, rounded, or umbrella |
| Carob (<i>Ceratonia siliqua</i>) |  | 30-40 ft | rounded or umbrella |
| Chinese pistache (<i>Pistacia chinensis</i>) | | 25-35 ft | oval, rounded, or umbrella |
| Emerald Sunshine [®] elm (<i>Ulmus propinqua</i> 'JFS-Bieberich') | | 35 ft | vase |
| False arbovitae (<i>Thujaopsis dolabrata</i>) |  |  30-50 ft | conical |
| Flaxleaf paperbark (<i>Melaleuca linariifolia</i>) |  | 20-30 ft | oval or rounded |
| Frontier elm (<i>Ulmus x parvifolia</i> 'Frontier') | | 35 ft | pyramidal |
| Gowen cypress (<i>Hesperocyparis goveniana</i>) |  | 30-50 ft | conical or oval |
| Island oak (<i>Quercus tomentella</i>) | | 20-40 ft | rounded |
| Italian stone pine (<i>Pinus pinea</i>) |  | 40 ft | conical, rounded, or umbrella |
| Kurrajong (<i>Brachychiton populneus</i>) | | 30-50 ft | conical |
| Littleleaf linden (<i>Tilia cordata</i>) | |  30-40 ft | conical, oval, or umbrella |
| Maidenhair (<i>Ginkgo biloba</i>) – fruitless variety available | | 35-55 ft | conical |
| Marina madrone (<i>Arbutus</i> 'marina') | | 30-40 ft | rounded, umbrella, or vase |
| Moss false cypress (<i>Chamaecyparis pisifera</i> 'Squarrosa') |  |  25-40 ft | conical |
| Primrose (<i>Lagunaria patersonii</i>) | | 30-50 ft | oval |
| Purple Robe locust (<i>Robinia</i> 'Purple Robe') | | 30-40 ft | oval |
| Red flowering gum (<i>Corymbia ficifolia</i>) |  | 18-40 ft | rounded |
| Red horsechestnut (<i>Aesculus x carnea</i>) | | 30-50 ft | rounded or umbrella |
| Silver linden (<i>Tilia tomentosa</i>) | | 35-45 ft | conical, oval, or umbrella |
| Soapbark (<i>Quillaja saponaria</i>) | | 30-45 ft | Upright |
| Stewart golden cypress (<i>Chamaecyparis lawsoniana</i> 'Stewartii') |  |  25-50 ft | conical |
| Swan Hill olive (<i>Olea europaea</i> 'Swan Hill') |  | 25 ft | rounded or vase |
| Tupelo (<i>Nyssa sylvatica</i>) | | 30-50 ft | conical or oval |
| Yoshino Japanese cedar (<i>Cryptomeria japonica</i> 'Yoshino') |  | 30-40 ft | conical |

Large Trees

| | | | |
|---|---|--|----------------------------|
| African fern pine (<i>Afrocarpus falcatus</i>) |  | 50-60 ft | oval or rounded |
| Aleppo pine (<i>Pinus halepensis</i>) |  | 30-60 ft | conical |
| Blue Atlas cedar (<i>Cedrus atlantica</i> 'Glauca') |  | 40-60 ft | conical |
| Blue oak (<i>Quercus douglasii</i>) | | 50-65 ft | oval, rounded, or umbrella |
| Canary island pine (<i>Pinus canariensis</i>) |  | 50-70 ft | columnar or conical |
| Catalina ironwood (<i>Lyonothamnus floribundus</i>) | | < 50 ft | conical or oval |
| Chinese elm (<i>Ulmus parvifolia</i>) |  |  40-50 ft | oval, rounded, or umbrella |
| Coast live oak (<i>Quercus agrifolia</i>) |  | 50-60 ft | rounded or umbrella |
| Columbia sycamore (<i>Platanus x hispanica</i> 'Columbia') | | 50-60 ft | oval, rounded, or umbrella |
| Cork oak (<i>Quercus suber</i>) |  | < 60 ft | oval, rounded, or umbrella |
| Dawn redwood (<i>Metasequoia glyptostroboides</i>) | | 50-90 ft | conical |
| Deodar cedar (<i>Cedrus deodara</i>) |  | 40-60 ft | conical |
| Hungarian oak (<i>Quercus frainetto</i>) | | 100 ft | oval |
| Incense cedar (<i>Calocedrus decurrens</i>) |  | 70-90 ft | conical |
| Northern red oak (<i>Quercus rubra</i>) |  |  < 60 ft | oval, rounded, or umbrella |
| Sawleaf zelkova (<i>Zelkova serrata</i>) | |  45-55 ft | rounded or umbrella |
| Southern live oak (<i>Quercus virginiana</i>) |  |  40-70 ft | oval, rounded, or umbrella |
| Valley oak (<i>Quercus lobata</i>) | | 50-70 ft | oval, rounded, or umbrella |



Department of Parks and Recreation
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 (650) 522-7420

trees@cityofsanmateo.org

CITY OF SAN MATEO



Refund Request For Tree Deposit

Department of Parks and Recreation
2001 Pacific Blvd, San Mateo, CA 94403

Phone: 650-522-7420 Fax: 650-522-7421 trees@cityofsanmateo.org



Date: _____ Permit Address: _____

I am requesting an on-site inspection for my refund.

If the City Arborist cannot determine the size of the tree planted, we will require a receipt confirming the purchase size and species.

I am submitting the following items to expedite my refund.

- 1) copy or photo of receipt showing the purchase of 24" box tree(s)
- 2) photo of tree(s) in the 24" box(es)
- 3) photo of tree(s) planted in the ground

| REPLANTED TREE #1 | REPLANTED TREE #2 |
|--|--|
| Tree species planted: _____ | Tree species planted: _____ |
| Size of container: | Size of container: |
| <input type="checkbox"/> 24" box | <input type="checkbox"/> 24" box |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |
| Location of replanted tree: | Location of replanted tree: |
| <input type="checkbox"/> Front | <input type="checkbox"/> Front |
| <input type="checkbox"/> Rear | <input type="checkbox"/> Rear |
| <input type="checkbox"/> Side | <input type="checkbox"/> Side |
| <input type="checkbox"/> Planter Strip (Street Tree Permits only) | <input type="checkbox"/> Planter Strip (Street Tree Permits only) |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

If you have replanted more than 2 trees, please attach a second Refund Request form.

Tree deposit refunds are issued as a mailed paper check to the person or company who made the original payment. **There are no exceptions.** Please allow 2-4 weeks for your refund to be mailed.

Name/Company requesting refund: _____

Email: _____ Phone: _____

Mailing Address: _____

----- [Office Use Only] -----

Invoice # _____

Vendor # _____

Doc # _____