



City of San Mateo Parks and Recreation
Commemorative Tree Program Application
Tree Division, 330 W 20th Ave., San Mateo, CA 94403
Phone: 650- 522- 7420 | treepermits@cityofsanmateo.org

The Commemorative Tree fees can be found on the Comprehensive Fee Schedule

www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule

Please submit this application form via email to trees@cityofsanmateo.org.

Once your application has been approved, Staff will contact you with payment options, available locations and available tree species. For additional information, please call our office at (650) 522-7420 or email trees@cityofsanmateo.org.

Applicant Information

Name: _____
Address: _____
Phone: _____
Email: _____

If available, my preferred park is:

IMPORTANT INFORMATION

- Tree planting is performed by contractors during the rainy season, between mid-December and mid-March. To allow adequate preparation, please submit requests by December 30th.
- At planting time, trees are about 6 to 8 feet tall and have a trunk diameter of about 2 inches. Studies have shown that trees of this size establish most rapidly in the landscape.
- Trees aren't forever. Commemorative trees get the same love and care as all newly planted City trees; however, they are still susceptible to pests, disease and other environmental factors. Suggested locations may be impacted by future park planning needs or environmental changes.
- Tree species are chosen to ensure that each commemorative tree can thrive in its new location and will complement the design of the requested park. Factors considered by the City Arborist include existing site design and conditions, species hardiness, mature plant size, and donor input.

OFFICE USE ONLY: PLEASE DEPOSIT TO: 10-6121-365101

PLEASE NOTIFY [TREES@CITYOFSANMATEO.ORG](mailto:Trees@CityOfSanMateo.org) ONCE PAYMENT HAS BEEN MADE.