

## Landmark Grove Nomination Form

**Important Note:** Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark grove nomination. For more legal information, see the last page of this form.

### Who can nominate a landmark grove?

- The Board of Supervisors, Planning Commission, and Historic Preservation Commission.
- The head of a City department or agency may nominate a grove on property under their jurisdiction.
- Property owners may nominate a grove on their property.
- A member of the public may ask an authorized nominator to nominate a grove.

**Please note that you will be required to submit a management plan with this application. Any tree removal, tree planting, or tree pruning, or major landscaping work within Landmark Grove boundaries must gain approval of Department of Public Works, which will make determinations based on the approved management plan.**

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

I am one of the following authorized nominators:

- Property owner
- Board of Supervisors member
- Head of a city department or agency
- Planning Commission member
- Landmarks Preservation Advisory Board member

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

Member of the public who initiated nomination (if applicable):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone (day)

\_\_\_\_\_  
Phone (day)

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

I am an authorized nominator and I support this nomination.

I am the property owner and I grant city staff access to my property to evaluate the nominated tree.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SAN FRANCISCO URBAN FORESTRY COUNCIL

The Urban Forestry Council will use the following information to evaluate each potential landmark grove.

**Note:** If the Urban Forestry Council’s Landmark Tree Committee Chair, in consultation with Urban Forestry Council staff support, determines the information you provide is insufficient to make a determination on this application, you may be required to supply additional information before a hearing is scheduled.

Provide the location of the grove (address/Lot and Block number<sup>1</sup>): \_\_\_\_\_

Indicate the land type(s) the grove is within (check all that apply):

- Public right-of-way  
  Public lands  
  Private property  
  Not sure  
 Other: \_\_\_\_\_

Assign an ID number to each tree and provide an inventory with the following information, using the chart below or a reasonable facsimile with all information requested per this chart. Attach additional pages if needed. Attach a map that described the boundaries of the grove and shows the location of each tree in the grove by ID number.

Tree ID	Botanical name	Common name	Height (ft.)	Circumference (in.) <sup>2</sup>	Condition (address health and structure separately)
	Comment (optional):				
	Comment (optional):				
	Comment (optional):				
	Comment (optional):				
	Comment (optional):				
	Comment (optional):				

<sup>1</sup> Lot and Block number can be found on the Assessor-Recorder website: [gispubweb.sfgov.org/website/sfparcel/index.htm](http://gispubweb.sfgov.org/website/sfparcel/index.htm)

<sup>2</sup> Distance around trunk at 4.5 ft off the ground in inches. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

**A grove is defined as three or more trees that function together ecologically, culturally, or aesthetically. The decision to designate a group of trees as a landmark grove takes into consideration the following qualities:**

- (1) **Structural/physical characteristics** The age, size, or species of the trees, particularly whether they exhibit exceptional characteristics in this regard;
- (2) **Ecological interaction and contribution** including whether they function together to provide an ecological contribution notably greater than the sum of the parts or whether their natural processes are inextricably linked to each other, and whether this interaction is of exceptional value to the city;
- (3) **Cultural or historical value** The noteworthy cultural or historical value of the grove including: If it reflects the character or a unique time or event in the history of the neighborhood or the city; if it is of particular value to certain cultural or ethnic groups in the city; if it contributes significantly to or is representative of neighborhood character.
- (4) **Aesthetic contribution** The extraordinary aesthetic qualities of the grove including: including whether or not the trees function together to create a "sense of place," that is, a unique or distinct visual character of extraordinary quality.

**Please indicate which of these four criteria are applicable to the grove under consideration (more than one may apply):**

- (1) Structural/physical characteristics
- (2) Ecological interaction and contribution
- (3) Cultural or historical value
- (4) Aesthetic contribution

**Attach additional sheets to provide the following:**

**1) Justification of nomination:**

For each category checked above, please provide rationale and documentation to support this nomination. Address accessibility and utility of the grove to the public.

**2) Management plan:**

Future management of the grove must be consistent with this plan, and the future management of the grove will be subject to Department of Public Works staff approval. The management plan should describe how the benefits provided by the grove will be preserved. The management plan should include routine maintenance activities, pruning guidelines and frequency, parameters to make determinations on future tree removal, when trees will be planted within the grove, which species will be planted or how species will be chosen and how future planting locations will be determined, and parameters for tree protection planning for any future major landscaping work.

**3) Additional comments:**

Please provide any further information about ways in which this grove may be noteworthy and deserving of special recognition by the City of San Francisco.

**4) Supporting documents:**

Provide photographs of the grove that illustrate the characteristics described above.

Additional documentation is encouraged, such as historical records or photographs, environmental or arborist reports, media coverage, or letters of support.

**Pease note: If the Urban Forestry Council Landmark Tree Committee Chair, in consultation with the Urban Forestry Council Coordinator, finds that the information provided in a nomination packet is inadequate for the purposes of making a determination of the worthiness of a nominated tree, more information may be required of the nominating party before the Urban Forestry Council schedules a hearing.**

**Direct completed nomination packets, any questions about this form or the process to landmark a tree, and any questions about tree terms or tree concepts, to the Urban Forestry Council staff:**

**Mailing Address:  
Urban Forestry Council Coordinator  
11 Grove Street  
San Francisco, CA 94102**

**Email: [sfurbanforestcouncil@sfgov.org](mailto:sfurbanforestcouncil@sfgov.org)  
Phone: 415-355-3700  
Fax: 415-554-6393**

**Any information you submit will be part of the public record.**

The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council's website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).

This form was last updated January 3, 2013