

Landmark Tree 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 tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- The Board of Supervisors, Planning Commission, and the Historic Preservation Commission may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- Property owners may nominate a tree on their property.
- A member of the public may ask an authorized nominator to nominate a tree.

Please note that a permit will be required for any future removal of a landmark tree.

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
- Historic Preservation Commission member

Authorized nominator (Supervisor, Planning Commission, Historic Preservation Commission, Head of City Department, or 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

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

TREE DESCRIPTION

Tree name:

Botanical name (genus and species, with cultivar or variety if known):

Common name:

Street address: _____

- Location of tree: Front yard Rear yard Side yard Corner-side yard
 Public right-of-way Public lands Not sure
 Other: _____

If the tree extends onto multiple residential and/or commercial properties:

Which part of the tree does so?

- Roots/Crown Trunk Canopy

Where in the neighboring area?

- Front yard Rear yard Side yard Corner-side yard

GPS coordinates (optional): _____

Approximate height _____ feet

Average canopy width _____ feet
Distance from one edge to opposite edge of tree canopy

Trunk circumference at standard height _____ inches
Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

Trunk circumference at ground level _____ inches
Distance around trunk on the ground where the trunk meets the soil.

The decision to designate a landmark tree takes into consideration the following qualities:

- (1) **Structure/physical characteristics** The tree presents a structural or physical presence that is exceptional. Also includes the age, size, or rarity of the tree. The overall health and condition of the tree is considered.
- (2) **Ecological interaction and contribution** The ecological contribution of the tree is exceptional or the tree positively affects the surrounding environment in a superlative manner, including: If the tree is part of an interdependent group of trees or exists in an area with low tree density; or if it provides important wildlife habitat or environmental mitigation.
- (3) **Cultural or historical value** The noteworthy cultural or historical value of the tree 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. Includes accessibility and utility to the public.
- (4) **Aesthetic contribution** The extraordinary aesthetic qualities of the tree including: If the tree is visible or accessible from public property; if the tree is of distinguished form or is a good example of form for its species; if the tree has a majestic or otherwise unique structure; if it is a prominent landscape feature.

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

- (1) Structural/physical characteristics
- (2) Ecological interaction
- (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.

2) Additional comments:

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

3) Supporting documents:

Provide photographs of the tree 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.

Please 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
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 25, 2013.