

Landmark Tree Nomination Form

Disclaimer: 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 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

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 permission for city staff to evaluate the nominated tree on the property with advance notice.

Signature

Signature

Date

Date

TREE DESCRIPTION

Tree name (species and 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 beyond multiple properties:

Which part of the tree does so?

Trunk Canopy

Where in the neighboring area?

Front yard Rear yard Side yard Corner-side yard

GPS coordinates (optional): _____

Tree Height _____ feet

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

Trunk circumference at chest level _____ 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

Describe unique characteristics of the tree with respect to its age, size, and species. For example, does it have structural or physical qualities that are exceptional? Is it of noteworthy age or stature? Is it rare or otherwise remarkable? What is the overall condition of the tree?

(2) Ecological interaction and contribution

Describe ways in which the ecological contribution of the tree is exceptional and/or ways in which the tree positively affects the surround environment. For example, does the tree support rare wildlife species? Does it offer an unusual level of ecosystem services, such as storm water filtration, air quality improvement, greenhouse gas mitigation, energy conservation, or erosion protection?

(3) Cultural or historical value

Describe the noteworthy cultural or historical value of the tree. For example, in what ways does it reflect the character of its neighborhood, park or the city as a whole? Does it mark a unique historical event or moment? Is it of particular value to any cultural or ethnic group? Is it accessible to the public?

(4) Aesthetic contribution

Describe the extraordinary aesthetic contribution of the tree. For example, is the form of the tree exceptional? Does it have a noteworthy effect on the view from publically-owned land? Does it have outstanding aesthetic features, such as remarkable flowers or unique leaf coloration?

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

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

For each category checked above, please provide backup documentation to support this nomination. Attach additional sheets (as needed) to this form.

Additional comments:

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

Supporting documents

Provide color photographs of the tree that illustrate the noteworthy characteristics described above.

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

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.

Send to: Urban Forestry Council, c/o Mei Ling Hui, 11 Grove Street, San Francisco, CA 94102
OR meiling.hui@sfgov.org

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).