

# SAN FRANCISCO URBAN FORESTRY COUNCIL

## 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 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 Landmarks Preservation Advisory Board 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.
- A property owner may nominate a tree on his or her 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 Supervisor 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 permission for city staff to evaluate the nominated tree on the property with advance notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

TREE DESCRIPTION

Tree name (species and common name): \_\_\_\_\_

Number of trees: \_\_\_\_\_

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 which 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 units (OPTIONAL): \_\_\_\_\_

Height \_\_\_\_\_ feet

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

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>

Circumference at ground level \_\_\_\_\_ inches  
Distance around trunk on the ground where the trunk meets the soil.

**Rarity**

**Rarity:** \_\_\_Rare \_\_\_Uncommon \_\_\_Common \_\_\_Other  
Unusual species in San Francisco or other geographic regions.

Comment: \_\_\_\_\_  
\_\_\_\_\_

**Physical**

**Size:** \_\_\_Large \_\_\_Medium \_\_\_Small  
Notable size compared to other trees of the same species in San Francisco.

Comment: \_\_\_\_\_  
\_\_\_\_\_

**Age:** Significantly advanced age for the species.

Comment: \_\_\_\_\_  
\_\_\_\_\_

**Distinguished form:** \_\_\_Yes \_\_\_No  
Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: \_\_\_\_\_  
\_\_\_\_\_

**Tree condition:** \_\_\_Good \_\_\_Poor \_\_\_Hazard  
Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: \_\_\_\_\_  
\_\_\_\_\_

**Historical**

**Historical Association:** \_\_\_Yes \_\_\_None apparent  
Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: \_\_\_\_\_  
\_\_\_\_\_

**Profiled in a publication or other media:** \_\_\_Yes \_\_\_Unknown  
Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Describe coverage: \_\_\_\_\_  
\_\_\_\_\_

**Environmental**

**Prominent landscape feature:**  Yes  No

A striking and outstanding natural feature.

Describe, attach photo if possible: \_\_\_\_\_

\_\_\_\_\_

**Low tree density:**  Low  Moderate  High

Tree exists in a neighborhood with very few trees.

Describe: \_\_\_\_\_

\_\_\_\_\_

**Interdependent group of trees:**  Yes  No

This tree is an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: \_\_\_\_\_

\_\_\_\_\_

**Visible or Accessible from public right-of-way:**  Yes  No

High visibility and/or accessibility from public property.

Describe: \_\_\_\_\_

\_\_\_\_\_

**High traffic area:**  Yes  No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Describe: \_\_\_\_\_

\_\_\_\_\_

**Important wildlife habitat:**  Yes  No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

\_\_\_\_\_

\_\_\_\_\_

**Erosion control:**  Yes  No

Tree prevents soil erosion.

Describe: \_\_\_\_\_

\_\_\_\_\_

**Wind or sound barrier:**  Yes  No

Tree reduces wind speed or mitigates undesirable noise.

Describe: \_\_\_\_\_

\_\_\_\_\_

**Cultural**

**Neighborhood appreciation:**      \_\_\_ Yes      \_\_\_ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: \_\_\_\_\_  
\_\_\_\_\_

**Cultural appreciation:**      \_\_\_ Yes      \_\_\_ None apparent

Particular value to certain cultural or ethnic groups in the city.

Describe nature of appreciation: \_\_\_\_\_  
\_\_\_\_\_

**Planting contributes to neighborhood character:**    \_\_\_ Yes      \_\_\_ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: \_\_\_\_\_  
\_\_\_\_\_

**Profiled in a publication or other media:**    \_\_\_ Yes      \_\_\_ Unknown

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Describe coverage: \_\_\_\_\_  
\_\_\_\_\_

**Prominent landscape feature:**      \_\_\_ Yes      \_\_\_ No

A striking and outstanding natural feature.

Describe, attach photo if possible: \_\_\_\_\_  
\_\_\_\_\_

Additional comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.**

**A photograph of the tree must be submitted with this form.**

Please attach **optional** supporting documents such as letters, arborist report, etc.

**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).

Application received date _____	Received by _____
Tree evaluation form _____	UFC recommendation date _____
Board of Supervisors Decision _____	_____
Landmark Tree # _____	Title recorded date _____