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 Supervisors (through resolution)
- Head of a city department or agency
- Planning Commission (through resolution)
- Historic Preservation Commission (through resolution)

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

[ ] Name

[ ] Address

[ ] Phone (day)

[ ] Fax #

[ ] Email

[ ] Signature

[ ] Date

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

[ ] Name

[ ] Address

[ ] Phone (day)

[ ] Fax #

[ ] Email

[ ] Signature

[ ] 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  
Average canopy width  
Distance from one edge to opposite edge of tree canopy  

Circumference at chest level  

Circumference at ground level  
Distance around trunk on the ground where the trunk meets the soil.
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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 in 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
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
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, 1455 Market Street, Suite 1200, San Francisco, CA 94103
OR sfurbanforestcouncil@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).