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 Historic Preservation Commission may nominate a tree through the adoption of a resolution.
- 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 removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code Article 16, Section 810, the Urban Forestry Council requests the following information.

I am one of the following authorized nominators (please check one):

- [ ] Property owner
- [ ] Board of Supervisors (through adopted resolution)
- [ ] Head of a city department or agency
- [ ] Planning Commission (through adopted resolution)
- [ ] Historic Preservation Commission (through adopted resolution)

Authorized nominator (Sponsoring Supervisor, Planning Commission designee, Historic Preservation Commission designee, Head of City Department, property owner):  Member of the public who initiated nomination (if applicable):

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am an authorized nominator or designee 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  
Date  

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.

*Please indicate if any known controversy or opposition exists in the neighborhood.*
## TREE DESCRIPTION

<table>
<thead>
<tr>
<th>Botanical name</th>
<th>Common name</th>
<th>Number of trees</th>
<th>Street address</th>
</tr>
</thead>
</table>

**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 units (OPTIONAL):**

<table>
<thead>
<tr>
<th>Height (in feet)</th>
<th>Average canopy width (in feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Distance from one edge to opposite edge of tree canopy</td>
</tr>
</tbody>
</table>

**Circumference at chest level (in inches):**

- Distance around trunk at 4.5' from ground
- [ ] Unusual species in San Francisco or other geographic regions.
  - ☐ Rare
  - ☐ Uncommon
  - ☐ Common
  - ☐ Other

**Rarity**

- Circumference at ground level (in inches): Distance around trunk where the trunk meets the soil.

**Comments**

---

Page 2
Physical Attributes

**Size:** Notable size compared to other trees of the same species in San Francisco.
- □ Large
- □ Medium
- □ Small

Comments

**Age:** Significantly advanced age for the species.
- □ Yes
- □ No

Comments

**Distinguished form:** Tree is an example of good form for its species, has majestic quality or otherwise unique structure.
- □ Yes
- □ No

Comments

**Tree condition:** Consider overall tree health and structure, including hazard potential.
- □ Good
- □ Poor
- □ Potential hazard

Comments

Historical Attributes

**Historical association:** Any relation to a historic or cultural building, site, street, person, event, etc.
- □ Yes
- □ None apparent

Comments

**Profiled in a publication or other media for its historic value:** Tree has received coverage in print, internet, media, etc. Attach documentation or provide links if appropriate.
- □ Yes
- □ Unknown

Comments
Environmental Attributes

Prominent landscape feature: A striking and outstanding natural feature.
☐ Yes
☐ No
Comments

Low tree density: Tree exists in a neighborhood with very few trees.
☐ Low
☐ Moderate
☐ High
Comments

Interdependent group of trees: This tree is an integral member of a group of trees and removing it may have an adverse impact on the adjacent trees.
☐ Yes
☐ No
Comments

Visible or accessible from public right-of-way: High visibility and/or accessibility.
☐ Yes
☐ No
Comments

High traffic area: Tree is in an area that has a large volume of vehicle, pedestrian, or bike traffic and has a potential traffic-calming effect.
☐ Yes
☐ No
Comments

Important wildlife habitat: Species has a known relationship with wildlife to which it provides food, shelter, nesting potential, etc.
☐ Yes
☐ No
Comments

Erosion control: Tree prevents soil erosion.
☐ Yes
☐ No
Comments
Wind or sound barrier: Tree reduces wind speed or mitigates undesirable noise.
☐ Yes
☐ No
Comments

Cultural Attributes

Neighborhood appreciation: Multiple indicators such as letters of support, petition(s), outdoor gatherings, celebrations adjacent or related to the tree, etc. Attach documentation.

*Please indicate if any known controversy or opposition exists in the neighborhood.
☐ Yes
☐ None apparent
Comments

Cultural appreciation: Tree is of value to a certain cultural or ethnic group(s) in the City.
☐ Yes
☐ None apparent
Comments

Profiled in a publication or other media for its cultural value: Tree has received coverage in print, internet, media, etc. Attach documentation or provide links if appropriate.
☐ Yes
☐ Unknown
Comments

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.

At least three (3) photographs of the tree must be submitted with this form.

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

Send to: sfurbanforestrycouncil@sfgov.org OR
Urban Forestry Council, 1155 Market Street, 3rd Floor, San Francisco, CA 94103

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).

<table>
<thead>
<tr>
<th>Application received date</th>
<th>Received by</th>
<th>Tree evaluation form</th>
<th>UFC recommendation date</th>
<th>Board of Supervisors Decision</th>
<th>Landmark Tree #</th>
<th>Title recorded date</th>
</tr>
</thead>
</table>

Page 6