



APPLICATION: \_\_\_\_\_ - \_\_\_\_\_

CITY OF SOUTH SAN FRANCISCO  
PARKS AND RECREATION DEPARTMENT

**PROTECTED TREE PRUNING OR REMOVAL PERMIT APPLICATION**

As required by the Tree Preservation Ordinance No. 1271-2000, Municipal Code Chapter 13.30, this application form is required for permission to prune or remove a tree. **One permit is required for each tree removal or pruning request.** Applications should be submitted to the Parks and Recreation Department at the address indicated below. If approved for pruning or removal, approved permits shall expire after four months. Owners shall reapply if work has not been completed within four months of issuance of permit. Application fee is \$115.05, due upon submittal of application, payable to: City of South San Francisco.

I understand that there is a \$350.00 tree planting deposit that will be returned when I meet the tree replacement conditions in accordance with South San Francisco Tree Preservation Ordinance No. 1271-2000, Municipal Code Chapter 13.30. If I do not meet the permit conditions within 4 months of the tree removal date, I understand that the \$350.00 deposit will be placed into the Tree Planting Fund to cover costs of planting a tree in the City of South San Francisco, and for necessary inspections or other administrative costs.

Applicant (please print clearly):

Owner (if other than above):

Applicant Mailing Address:

City, State and Zip Code:

Day Telephone:

Evening Telephone:

E-Mail:

Location of Protected Tree:

(Attach diagram if more than one tree is involved on the property.)

Application Submitted For:

**Pruning**

**Removal**

Description of Site:

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<u>Type of Tree</u>	<u>Approximate Age</u>	<u>Approximate Height</u>	<u>Trunk Circumference</u>
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First Time Request

Re-Submittal

Date Denied:

Reason for request to prune or remove (if re-submittal note any change in conditions):

Protected Tree Applicability: Please check which of the following conditions apply:

- 1. Any upright, single-trunked tree of a species not considered to be a Heritage Tree as defined below, with a circumference of 48 inches or more when measured 54 inches above natural grade
- 2. Any upright, single-trunked tree of the following species: Blue Gum (Eucalyptus globulus), Black Acacia (Acacia melanoxylon), Myoporum (Myoporum lactum), Sweetgum (liquidambar styraciflua), Glossy Privet (Lingustrum lucidum), or Lombardy Poplar (Populus nigra) with a circumference of 75 inches or more when measured 54 inches above natural grade
- 3. Any upright, single-trunked tree considered to be a Heritage Tree species, with a circumference of 30 inches or more when measured at 54 inches above natural grade. A Heritage Tree is any of the following: California Bay (Umbellaria californica), Oak (Quercus spp.), Cedar (Cedrus spp.), California Buckeye (Aesculus californica), Catalina Ironwood (Lyonothamnus asplenifolium), Strawberry Tree (Arbutus spp.), Little Gem Dwarf Southern Magnolia (Magnolia grandiflora 'Little Gem') or Mayten (Maytenus boaria)
- 4. A tree or stand of trees so designated by the director based upon findings that it is unique and of importance to the public due to its unusual appearance, location, historical significance or other factor
- 5. A stand of trees in which the director has determined each tree is dependent upon the others for survival.

Describe how this tree relates to other trees or stand of trees, or any historic significance to the tree (attach a diagram if this tree is part of a grove or stand of trees):

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Please attach a current color photograph of the tree to be pruned or removed, and any documentation supporting the condition or need for the pruning or removal of this tree.

Do not prune or remove any tree until the signed permit with approvals and conditions is returned to you.  
Notices will be sent to all properties within 100 feet with a 10-day limit for comments.

Signature of Applicant:

Date:

Submit to: Jeanette Yoshida, Administrative Assistant II  
City of South San Francisco  
Parks, Facilities & Common Greens Div.  
550 N. Canal Street  
South San Francisco, CA 94080  
(650) 829-3837  
jeanette.yoshida@ssf.net

**Email Form**

If you submit by email, you will receive a link to pay the fee and deposit by credit or debit card.

If you print and mail in the form, please include the  
\$115.05 permit fee  
+ \$350.00 Deposit totaling  
\$465.05

SUBMIT A SEPARATE FORM AND FEE/DEPOSIT FOR EACH TREE. INCLUDE ANY RELEVANT PHOTOGRAPHS, NOTICES, OR ARBORIST REPORTS THAT YOU HAVE REGARDING THE TREE.