



SAN FRANCISCO
PLANNING
DEPARTMENT

REQUIRED CHECKLIST FOR Tree Planting and Protection

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
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Pursuant to Planning Code Section 138.1 and Public Works Code Article 16, many construction projects trigger requirements for the protection of existing trees and/or the planting of new street trees.

Planning Department staff are available to advise you in the preparation of this checklist. Call (415) 558-6377 for further information.

WHAT DOES THIS CHECKLIST DO?

This checklist describes applicable tree-related requirements and will help you design a Code-compliant project. Completion of this checklist is a requirement for projects meeting any of the criteria identified below. **No permit will be approved by the Planning Department before satisfying all applicable tree-related requirements**, including receiving clearance from the Department of Public Works (DPW) to plant required street trees and/or remove any Protected Trees.

WHY ARE EXISTING TREES PROTECTED AND NEW TREES REQUIRED?

Trees are a vital component of the City's built and natural environments. They filter and contain storm water, lessen air pollution and greenhouse gases, help save energy, provide wildlife habitat and increase property values. The City is currently home to more than 100,000 street trees.

WHEN CAN THE PROTECTION OF EXISTING TREES OR THE INSTALLATION OF NEW STREET TREES BE REQUIRED?

- ✓ construction of a new building
- ✓ relocation of a building
- ✓ paving/repaving > 200 sf of the front setback
- ✓ addition of 20% or more of existing gross floor area
- ✓ addition of a new dwelling unit
- ✓ addition of a parking space
- ✓ addition of a garage

INSTRUCTIONS

An applicant for a project which meets **any** of the criteria identified above must complete this checklist and submit a copy of it to the Planning Department along with the building permit or other application(s) required for the project.

Not all projects meeting the criteria above will be subject to tree protection and/or installation requirements. For example, if at least one street tree already exists for each 20 feet of street frontage, no new street trees will be required. Likewise, only certain trees, such as Street Trees and Significant Trees, must be protected.



**SAN FRANCISCO
PLANNING
DEPARTMENT**

**FOR MORE INFORMATION:
Call or visit the San Francisco Planning Department**

Central Reception

1650 Mission Street, Suite 400
San Francisco, CA 94103-2479

TEL: **415.558.6378**
FAX: **415.558.6409**
WEB: **<http://www.sfplanning.org>**

Planning Information Center (PIC)

1660 Mission Street, First Floor
San Francisco, CA 94103-2479

TEL: **415.558.6377**

*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*

BUILDING PERMIT
OR CASE NUMBER:
For Staff Use only

REQUIRED CHECKLIST FOR Tree Planting and Protection

1. Applicant Information

CONTACT FOR PROJECT INFORMATION:	
ADDRESS:	TELEPHONE:
	()
	EMAIL:

2. Location and Classification of Property

STREET ADDRESS OF PROJECT:		
CROSS STREETS:		
ASSESSORS BLOCK/LOT:	LENGTH OF ALL LOT FRONTAGE(S):	ZONING DISTRICT:
/		
RELATED BUILDING PERMIT APPLICATION AND/OR CASE NO.:		

3. Scope of Project

Requirements for new street trees and tree protection apply to the types of projects identified in the chart below. Please check all boxes which apply to your project. If no boxes are checked, you do not need to complete this form.

DEVELOPMENT FEATURES	
<input type="checkbox"/>	construction of a new building
<input type="checkbox"/>	relocation of a building
<input type="checkbox"/>	paving or repaving more than 200 square feet of the front setback
<input type="checkbox"/>	addition of gross floor area (GFA) equal to 20% or more of the GFA of the existing building
<input type="checkbox"/>	addition of a new dwelling unit
<input type="checkbox"/>	addition of one or more parking spaces
<input type="checkbox"/>	addition of a garage

4. Disclosure of Existing Protected Trees

Only the following specific types of trees require protection under the Public Works Code: Street Trees, Significant Trees and Landmark Trees. These trees are collectively known as “Protected Trees.” In the following table, please indicate the presence or lack thereof of such on, over, or adjacent to the parcel containing the proposed construction.

SIGNIFICANT TREES		
<p>A “Significant Tree” is a tree that is planted on the subject property (i.e. outside of the public right-of-way) with any portion of its trunk within 10 feet of the public right-of-way that has (a) a diameter at breast height (DBH) in excess of twelve inches OR (b) a height in excess of twenty feet OR (c) a canopy in excess of fifteen feet.</p>		
<p>CHECK ALL BOXES THAT APPLY AND INDICATE QUANTITY OF EACH TREE TYPE, IF APPROPRIATE.</p> <p>If you are unsure of the boundary of the public right-of-way, contact DPW’s Bureau of Street Use and Mapping. Please note that the public right-of-way may be wider than the sidewalk.</p>	<input type="checkbox"/> Significant Tree(s) exist on the subject property	QTY.
	<input type="checkbox"/> Significant Tree(s) exist on any adjacent property	QTY.
	<input type="checkbox"/> There are no Significant Trees on or adjacent to the subject property.	

LANDMARK TREES																						
<p>A “Landmark Tree” is a tree designated as such by the Board of Supervisors owing to particular age, size, shape, species, location, historical association, visual quality, or other contribution to the City’s character.</p>																						
<p>CHECK ALL BOXES THAT APPLY AND INDICATE QUANTITY OF EACH TREE TYPE, IF APPROPRIATE.</p> <p>If you have questions about the presence of Landmark Trees, please consult with DPW or visit www.sfdpw.org/trees.</p>	<input type="checkbox"/> Landmark Trees exist on the subject property	QTY.																				
	<input type="checkbox"/> Landmark Trees exist on the adjacent sidewalk	QTY.																				
	<input type="checkbox"/> Landmark Trees exist on any adjacent property	QTY.																				
	<input type="checkbox"/> There are no Landmark Trees on or adjacent to the subject property.																					
<p>COMPLETE LIST OF LANDMARK TREES AS OF SUMMER 2012</p> <table border="1"> <tbody> <tr> <td>Six Blue Gums adjacent to 1801 Bush Street.</td> <td>Brazilian pepper at Third St. and Yosemite Street in the median</td> </tr> <tr> <td>Flaxleaf paperbark at 1701 Franklin Street</td> <td>Sweet Bay at 555 Battery Street</td> </tr> <tr> <td>New Zealand Christmas Tree at 1221 Stanyan Street</td> <td>All Canary Island Date Palms in the center island on Dolores Street</td> </tr> <tr> <td>13 Canary Island Date Palms in Quesada St median west of 3rd St</td> <td>Two Palms in median across fr. 730 Dolores St & 1546 Dolores St</td> </tr> <tr> <td>Guadalupe Palms in the median across from 1608-1650 Dolores St</td> <td>Coast live oak in the backyard of 20-28 Rosemont Place</td> </tr> <tr> <td>California buckeye in the backyard of 730 28th Avenue</td> <td>Coast live oak in the backyard of 4124 23rd Street</td> </tr> <tr> <td>Two Flowering Ash at the Bernal Library at 500 Cortland Street</td> <td>Blue Elderberry near intersection of Folsom & Bernal Heights Blvd</td> </tr> <tr> <td>Moreton Bay Fig at 3555 Cesar Chavez St / 1580 Valencia St</td> <td>Monterey Cypress in the backyard of 2626 Vallejo Street</td> </tr> <tr> <td>Howell’s Manzanita in the backyard of 115 Parker Avenue</td> <td>California Buckeye tree located behind 757 Pennsylvania Street</td> </tr> <tr> <td>Norfolk Island Pine Tree in the courtyard of 2040-60 Sutter Street</td> <td>Two Canary Island Palms in the courtyard of 2040-60 Sutter St.</td> </tr> </tbody> </table>			Six Blue Gums adjacent to 1801 Bush Street .	Brazilian pepper at Third St. and Yosemite Street in the median	Flaxleaf paperbark at 1701 Franklin Street	Sweet Bay at 555 Battery Street	New Zealand Christmas Tree at 1221 Stanyan Street	All Canary Island Date Palms in the center island on Dolores Street	13 Canary Island Date Palms in Quesada St median west of 3rd St	Two Palms in median across fr. 730 Dolores St & 1546 Dolores St	Guadalupe Palms in the median across from 1608-1650 Dolores St	Coast live oak in the backyard of 20-28 Rosemont Place	California buckeye in the backyard of 730 28th Avenue	Coast live oak in the backyard of 4124 23rd Street	Two Flowering Ash at the Bernal Library at 500 Cortland Street	Blue Elderberry near intersection of Folsom & Bernal Heights Blvd	Moreton Bay Fig at 3555 Cesar Chavez St / 1580 Valencia St	Monterey Cypress in the backyard of 2626 Vallejo Street	Howell’s Manzanita in the backyard of 115 Parker Avenue	California Buckeye tree located behind 757 Pennsylvania Street	Norfolk Island Pine Tree in the courtyard of 2040-60 Sutter Street	Two Canary Island Palms in the courtyard of 2040-60 Sutter St.
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STREET TREES		
<p>A “Street Tree” is any tree growing within the public right-of-way (e.g. sidewalk) that is not also a Landmark Tree.</p>		
<p>CHECK THE BOX THAT APPLIES AND INDICATE QUANTITY, IF APPROPRIATE.</p> <p>Regardless of size, all trees in the public right-of-way are protected under Article 16 of the Public Works Code.</p>	<input type="checkbox"/> Street Trees exist adjacent to the subject property	QTY.
	<input type="checkbox"/> There are no Street Trees adjacent to the property.	

5. Impact of Project on Existing Protected Trees

If your responses above indicate that any Protected Tree(s) exist on, over or adjacent to the subject property, please check the applicable boxes, below:

- BOX 1** **The project will not remove or have any other impact on Protected Trees, as follows:** No construction-related activity whatsoever will occur within the dripline of any Significant Tree or Street Tree. This includes, but is not limited to, the following: (1) No grading or excavation will take place within the dripline of any Significant Tree or Street Tree. (2) No construction staging and/or storage of materials and/or equipment will occur within the dripline of any Significant Tree or Street Tree. (3) Any pruning of Significant Trees or Street Trees will be limited and consistent with applicable regulations. (4) No dumping of trash and/or liquids (such as project waste-water) will take place within the basin or dripline of any Significant Tree or Street Tree.

If you have checked this box, a Tree Protection Plan is not required.

- BOX 2** **The project involves the removal of one or more Protected Trees.** A permit from DPW is required in order to remove any Protected Tree. The Planning Department will not approve a building permit for a project which involves the removal of a Protected Tree unless DPW has first reviewed the proposal and found it to be consistent with applicable rules and regulations.

If you have checked this box, a Tree Protection Plan is not required, however you must provide evidence to the Planning Department that DPW has reviewed the removal request and found it to be “approvable.”

- BOX 3** **The project may have an impact on one or more Protected Trees which are not proposed for removal, as follows:** Either (1) any construction-related activity, no matter how minor, is planned or is reasonably foreseeable to occur within the dripline of a Significant Tree or a Street Tree or (2) regardless of the location of construction activity, the property contains a Landmark Tree.

If you have checked this box, a Tree Protection Plan must be submitted to the Department of Public Works Bureau of Urban Forestry prior to the commencement of any construction activity.

Such plan must meet the following minimum standards:

- ✓ The Tree Protection Plan must be developed by an International Society of Arboriculture (ISA) Certified Arborist.
- ✓ The project sponsor must submit a written declaration that the protections specified in the Tree Protection Plan will be completely in place prior to the start of any construction, demolition, or grading.
- ✓ Full-size site plans submitted along with the associated construction project must clearly indicate the street, curb, sidewalk, driveway, structure(s), and the locations of all Protected Trees and non-protected trees. Protected Trees must also be shown to include accurate tree height, accurate canopy dripline and trunk and canopy diameters. The plans must graphically depict implementation of all measures called for in the Tree Protection Plan. Additionally, the Tree Protection Plan itself along with the written declaration must be reproduced on full-size plans.

6. Calculation of Number of New Required Street Trees

One street tree is required for each 20 feet of street frontage of the subject property, with fractions of 0.5 rounded up, however credit is given for existing street trees. Please complete the table below to determine the number of street trees required for your project. If no street trees are required, please skip to the Applicant's Affidavit at the end of this form and once signed, return it to the Planning Department along with your Building Permit Application or other application.

COMBINED LENGTH OF ALL STREET FRONTAGES	DIVIDED BY TREE SPACING REQUIREMENT	GROSS NUMBER OF TREES REQUIRED	MINUS NUMBER OF EXISTING TREES	NET STREET TREE REQUIREMENT
	÷ 20'	=	(rounded) -	=

Unless site conditions physically prevent the planting of a street tree, a waiver or modification of street tree requirements is available only under extremely limited circumstances and **only outside of Residential Districts** (i.e. RH, RM, RTO, RED). Be aware that even when available, an in-kind improvement or in-lieu payment is required for every such waiver. Please contact the Planning Department for information regarding the waiver process.

7. Applicable Requirements for New Street Trees

The Planning Department has developed three distinct 'Tree Schedules' to aid in the implementation of the Planning Code's street tree requirements. The particular Tree Schedule applicable to your project will depend on the zoning district in which your property is located, the scope of your project, and the type of authorization that your project requires. In general terms, Tree Schedule A applies to small-scale projects in residential or industrial zoning districts, Tree Schedule B applies to moderate-scale projects or projects in commercial or mixed-use zoning districts, and Tree Schedule C applies to larger projects. In the following chart, please check the applicable box based on the characteristics of your project.

TREE SCHEDULE	PROJECT CHARACTERISTICS										
<input type="checkbox"/> A	The project is located in a Residential (RH, RM, RTO, RED), Industrial (M) or Production/Distribution/Repair (PDR) Zoning District and does not involve a Planned Unit Development (PUD). A PUD is a special authorization granted by the Planning Commission that applies only to major projects involving large properties.										
<input type="checkbox"/> B	<table border="1"> <tr> <td>1.</td> <td>The project is located in a RH, RM, RTO, RED, M or PDR Zoning District and involves a PUD</td> </tr> <tr> <td colspan="2" style="text-align: center;">OR</td> </tr> <tr> <td>2.</td> <td> <table border="1"> <tr> <td>The project is located outside of an RH, RM, RTO, RED, M or PDR Zoning District and meets neither OR one of the following criteria, but not both:</td> <td> <input checked="" type="checkbox"/> It is located on a parcel that contains (1) more than 1/2-acre in total area or (2) more than 250 feet of total street frontage or (3) street frontage which spans the entire block face between the nearest two intersections. </td> </tr> <tr> <td></td> <td> <input checked="" type="checkbox"/> It involves (1) the construction of a new building or (2) the addition of more than 20% of the gross floor area of the existing building or (3) a change of use of more than 50% of the existing square footage of the building. </td> </tr> </table> </td> </tr> </table>	1.	The project is located in a RH, RM, RTO, RED, M or PDR Zoning District and involves a PUD	OR		2.	<table border="1"> <tr> <td>The project is located outside of an RH, RM, RTO, RED, M or PDR Zoning District and meets neither OR one of the following criteria, but not both:</td> <td> <input checked="" type="checkbox"/> It is located on a parcel that contains (1) more than 1/2-acre in total area or (2) more than 250 feet of total street frontage or (3) street frontage which spans the entire block face between the nearest two intersections. </td> </tr> <tr> <td></td> <td> <input checked="" type="checkbox"/> It involves (1) the construction of a new building or (2) the addition of more than 20% of the gross floor area of the existing building or (3) a change of use of more than 50% of the existing square footage of the building. </td> </tr> </table>	The project is located outside of an RH, RM, RTO, RED, M or PDR Zoning District and meets neither OR one of the following criteria, but not both :	<input checked="" type="checkbox"/> It is located on a parcel that contains (1) more than 1/2-acre in total area or (2) more than 250 feet of total street frontage or (3) street frontage which spans the entire block face between the nearest two intersections.		<input checked="" type="checkbox"/> It involves (1) the construction of a new building or (2) the addition of more than 20% of the gross floor area of the existing building or (3) a change of use of more than 50% of the existing square footage of the building.
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<input type="checkbox"/> C	The project is located outside of an RH, RM, RTO, RED, M or PDR Zoning District and meets both criteria of Tree Schedule B(2), above.										

TREE SCHEDULE A	
REQUIREMENT	SPECIFICATION
<input checked="" type="checkbox"/> Location	either in the public right-of-way (e.g. sidewalk) adjacent to the property or within an unbuilt area at the front of the property
<input checked="" type="checkbox"/> Size	minimum of 24-inch box size

TREE SCHEDULE B

REQUIREMENT	SPECIFICATION
✓ Location	either in the public right-of-way (e.g. sidewalk) adjacent to the property or within an unbuilt area at the front of the property
✓ Size	minimum 2 inch caliper, measured at breast height branch a minimum of 80 inches above sidewalk grade
✓ Opening	be planted in a sidewalk opening of at least 16 square feet have a minimum soil depth of 3 feet 6 inches include a basin edged with decorative treatment, such as pavers or cobbles (edging will not count against the minimum 16 square foot opening if the edging material is permeable. A permeable material is one that allows stormwater to infiltrate the underlying soils. Permeable surfaces shall include, but not be limited to, vegetative planting beds, porous asphalt, porous concrete, single-sized aggregate, open-jointed blocks, stone, pavers or brick that are loose-set and without mortar. Permeable surfaces are required to be contained so neither sediment nor the permeable surface discharges off the site.

TREE SCHEDULE C

REQUIREMENT	SPECIFICATION
✓ Location	As set forth in Schedule B, above.
✓ Size	
✓ Opening	
✓ Trenching	Trees must be planted in a continuous soil-filled trench parallel to the curb, such that the basin for each tree is connected. The trench may be covered by permeable surfaces (as described above), except at required tree basins, where the soil must remain uncovered.

Applicant's Affidavit

I hereby attest under penalty of perjury that the information I have entered on this document is true and correct to the best of my knowledge, and that I have read and understood this form, and that I am the property owner or authorized agent of the property owner, familiar with the property, and able to provide accurate and complete information herein.

The undersigned agrees to the conditions of this form. I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement may lead to denial or rescission of my permit or other authorization and may constitute a violation of the San Francisco Municipal Code, which can lead to criminal and/or civil legal action and the imposition of administrative fines.

I understand that should my project be subject to a required Tree Protection Plan, that I will have a plan meeting or exceeding the minimum requirements prepared and submit it to the Department of Public Works prior to the commencement of any construction activities. Such submittal may in person, by mail or via email at urbanforestrypermits@sfdpw.org.

Signature

Date

Print Name

Indicate whether owner, or authorized agent:
Owner Authorized Agent

Phone Number

Phone Number

Fax or Email

Planning Department Determination

TO BE COMPLETED BY STAFF ONLY. DO NOT LEAVE ANY SECTION BLANK

BUILDING PERMIT / CASE NO	
PLANS DATED	
New Street Trees	<input type="checkbox"/> New street trees are not required as part of this project. <input type="checkbox"/> Street Trees are required as part of this project. Number of new street trees required: _____ Applicable Tree Schedule: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Compliance with as-of-right requirements shown on plans? <input type="checkbox"/> YES <input type="checkbox"/> NO - MODIFICATION OR WAIVER APPROVED; EXPLAIN IN COMMENTS, BELOW.
Existing Tree Protection	<input type="checkbox"/> A Tree Protection Plan is not required : Box 1 or Box 2 in Section 5 has been marked. <input type="checkbox"/> A Tree Protection Plan is required : Box 3 in Section 5 has been marked.
Existing Tree Removal	<input type="checkbox"/> No Protected Trees are proposed for removal. <input type="checkbox"/> One or more Protected Trees are proposed for removal.
STAFF TO SIGN UNLESS A WAIVER OR MODIFICATION HAS BEEN APPROVED, IN WHICH CASE ZA SIGNATURE IS REQUIRED.	
Signature: _____ Print Name: _____ Date: _____	
Comment (if any): _____	

Staff Checklist

- ✓ The applicant has completed this entire checklist including the affidavit on the preceding page.
- ✓ If street trees are required, a building permit cannot be approved until the applicant provides evidence from DPW that the required planting permit can be issued.
- ✓ If Protected Trees are proposed for removal, a building permit cannot be approved until the applicant provides evidence from DPW that tree removal permits can be issued.
- ✓ If a Tree Protection Plan is required, the applicant has been informed verbally and/or in writing of his or her obligation to submit one directly to DPW prior to the commencement of construction.
- ✓ Once signed, a copy of this checklist has been returned to the applicant. The original has been included in the project file or, if processed over-the-counter, it has been routed upstairs for scanning by support staff.