



# PLANNING DEPARTMENT

## Tree Disclosure Statement

### 1. REQUIREMENTS

The Department of Public Works Code Section 8.02-8.11 requires disclosure and protection of landmark, significant and street trees located on private and public property, and that they be shown on approved site plans. A completed disclosure statement must accompany all building permit applications that include building envelope expansion, new curbcuts, new garages, and all demolition or grading permit applications.

Protected trees include street trees and both significant trees and landmark trees on or over a development. Protected trees *must be protected* according to a protection plan developed by a certified arborist before demolition, grading or construction begins. Any tree identified in this Disclosure Statement must be shown on the Site Plans with size of the trunk diameter, tree height, and accurate canopy dripline.

If the protected tree is to remain and if activity occurs within the dripline, prior to building permit issuance, a tree protection plan prepared by an International Society of Arboriculture (ISA) certified arborist is to be submitted to the Planning Department on a full-sized plan sheet. The protection plan must state specific measures which if applied before construction can reasonably be expected to preserve the health of the tree. Additionally, the arborist must include a written statement to the Department of Building Inspection (DBI) verifying that the specified protections will be in place before demolition, grading or building permit will be issued, unless the Department of Public Works (DPW) waives or modifies these requirements.

If the applicant seeks to remove a Protected Tree, the applicant must get a tree removal permit from DPW before the Planning Department permit is issued. Illegally removing a protected tree may constitute a violation of the San Francisco Public Works Code Section 8.11, which can lead to criminal and/or civil legal action and the imposition of administrative fines.

### 2. APPLICANT'S CERTIFICATION & CONTACT INFORMATION

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 designee of the property owner, familiar with the property, and able to provide accurate and complete information herein.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Mailing Address: Street*

\_\_\_\_\_  
( )

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Mailing Address: City, State, Zip*

\_\_\_\_\_  
*Fax # or Email Address*

## 3. PROTECTED TREES

The applicant must answer questions in the following table:

A	SIGNIFICANT TREES	Qty
	Are there any trees within 10-feet of a lot line abutting a public right-of-way that are above 20-feet in height, or with a canopy greater than 15-feet in diameter, or with a trunk diameter greater than 12-inches in diameter at breast height? (Check which boxes apply and document quantity of each tree type.)	
	<input type="checkbox"/> Trees on the subject property	
	<input type="checkbox"/> Trees on adjacent property overhanging the project site	
	<input type="checkbox"/> There are no such trees at these locations.	

If there is no sidewalk, the 10-foot distance is measured from the property line edge of the street. If there are no trees of the above size, go to item B. If any other above boxes are checked, the tree qualifies as a significant tree per DPW Code and is entitled to certain protections. The location and species of all such trees must be drawn on the site plans (if no plans are required for this application the trees must be drawn on the reverse side of this form).

B	LANDMARK TREES	Qty
	Are there any Landmark Trees on the project lot or on lots adjacent to the property? (Check which boxes apply and document quantity of each tree type.)	
	<input type="checkbox"/> Trees on the subject property	
	<input type="checkbox"/> Trees on the adjacent City right-of-way (street trees);	
	<input type="checkbox"/> Trees on adjacent property <del>overhanging the project site</del>	
	<input type="checkbox"/> There are no such trees at these locations.	

Landmark trees are trees that meet criteria for age, size, shape, species, location, historical association, visual quality, or other contribution to the City's character and have been found worthy of landmark status after public hearings at both the Urban Forestry Council and the Board of Supervisors. Temporary landmark status is also afforded to nominated trees currently undergoing the public hearing process. The Department of Public Works maintains the official "Landmark Tree Book" with all designated landmark trees in San Francisco. The location and species of all such trees must be drawn on the site plans (if no plans are required for this application the trees must be drawn on the reverse side of this form).

C	STREET TREES	Qty
	Are there any street trees on the public right-of-way adjacent to the property that are neither landmark trees nor significant trees? (Check which boxes apply and document quantity of each tree type.)	

<input type="checkbox"/>	Street trees bordering the subject property	
<input type="checkbox"/>	There are no such trees at these locations.	

Street trees and other public trees are afforded protections even if the trees are not large enough to be protected as landmark trees.

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 your permit and may constitute a violation of the San Francisco Public Works Code Section 8.11, which can lead to criminal and/or civil legal action and the imposition of administrative fines.

Signature: \_\_\_\_\_ Please Print: \_\_\_\_\_ Date: \_\_\_\_\_  
 Property Owner or Authorized Agent

If you have any questions about this form, or the information required, please contact the Planning Department for assistance at (415) 558-6377.

#### 4. PLANNING DEPARTMENT DETERMINATION

THE INFORMATION BELOW IS TO BE COMPLETED BY PLANNING DEPARTMENT STAFF ONLY

##### SITE INFORMATION

##### TREE SUMMARY

Project Address	Current number of street trees
Block / Lot (s)	Current number of other protected trees as noted herein
Alteration type	Total trees pre-project
Planning Quadrant	Total number of trees post-project

- The proposed project has been declared
- to **not** have trees subject to any protections.  
(DCP STAFF: file this form in historical file.)
  - to have protected trees subject to protections from construction.  
(DCP STAFF: ensure that plan set includes tree protection form. After review, file this form in historical file.)
  - to have protected trees planned for removal.  
(DCP STAFF: file this form in historical file and notify DPW via [urbanforestry@sfdpw.org](mailto:urbanforestry@sfdpw.org).)

Signature of Planner

Print Name of Planner

Date Signed

## 5. SITE PLAN

In the absence of a formal landscape plan, use this space to show street, curb, sidewalk, driveway, structure, and all tree locations as required. Protected trees must also include accurate tree height, canopy diameter, and trunk diameter.