



SF Environment

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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

URBAN FORESTRY COUNCIL

Month Day, Year

Street Address
San Francisco, CA Zip

Dear Property Owner,

I am writing in regard to the common name (scientific name) at street location. [Nominator's full name] has officially nominated this tree for landmark status. [As a result, it receives temporary protection as a landmark tree for 180 days from the date Supervisor [last name] submitted his nomination. This means you need to a permit from the Department of Public Works in order to remove the tree.]

The landmark tree program is a way to preserve special and notable trees. If a tree receives landmark tree designation, a permit from Department of Public Works will be required to remove the tree. I have included a packet of information to explain the landmark tree process.

If you grant me permission, I will visit and evaluate the tree on your property. If you can accommodate the Landmark Tree Committee members, they would like to view the tree at your convenience. On [month, day year] the Landmark Tree Committee will hold a public tree hearing to discuss the landmark nomination of your tree. On [month, day, year] the Urban Forestry Council will vote on supporting or rejecting this nomination The Council will forward their recommendation to the Board of Supervisors. The Board will vote and make the final decision on the landmark status of this tree.

Please contact me if you have questions.

Sincerely,

Mei Ling Hui
Urban Forest Coordinator
meiling.hui@sfgov.org
415-355-3731

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City and County of San Francisco



Gavin Newsom, Mayor
Edward D. Reiskin, Director

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Department of Public Works
Office of the Director
City Hall, Room 348
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4645

ORDER NO. 177,415

TREE REMOVAL HEARING NOTICE

The Director of Public Works will hold a public hearing on Monday, February 25, 2008 commencing at 5:30 p.m. in Room 416 of City Hall, located at 1 Dr. Carlton B. Goodlett Place, San Francisco, to consider the following:

**Removal and replacement of five (5) privately maintained trees fronting the property at 2300 Vallejo Street
(Staff has denied the removal of four trees, the applicant has protested.)**

Interested parties are encouraged to attend. Persons unable to attend the public hearing may submit written comments regarding the subject matter to the Bureau Urban Forestry, 2323 Cesar Chavez Street, San Francisco, CA 94124. These comments will be brought to the attention of the hearing officer and made a part of the official public record.

Further information, if desired, on this matter may be obtained prior to the hearing by phoning the Bureau of Urban Forestry at (415) 641-2676.

A handwritten signature in black ink, appearing to read "E. Reiskin".

Edward D. Reiskin
Director of Public Works

Approved: February 13, 2008

c: Department file (2)
Administrative Hearing Officer

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Customer Service

Teamwork

Continuous Improvement