



455 County Center, 2<sup>nd</sup> Floor | Mail Drop PLN 122  
 Redwood City, CA 94063  
 (650) 363-4161  
 planning.smcgov.org

**ARTICLE 7 - TREES & NATURAL RESOURCES PROTECTION, CHAPTER 8.400 - PROTECTED TREE ORDINANCE**


Simultaneous Development Application:  YES (IF YES) PLN#/BLD# of Development Project : \_\_\_\_\_

**Select all relevant boxes:**

Expedited Tree Removal Permit:  | Tree Removal:  Pruning:  | Protected Indigenous Tree  Heritage Tree

Where is the tree(s) located:  Bayside  Coastal zone.

Tree Location Address: \_\_\_\_\_ APN: \_\_\_\_\_

Contact Information	
Property Owner: _____	
Address: _____	
Telephone: _____	
Email: _____	
Applicant (if different): _____	
Address: _____	
Telephone: _____	Date of Application: _____
Email: _____	10 Day Period of Posted Notice From: _____ To: _____

Tree(s) Diameter at 4½ ft. height (DSH)*:	Species of tree(s)	Canopy width in feet	Location Quadrant <sup>a</sup>	Health/Condition of tree(s)	Reason for Removal/Pruning (Applicable findings by arborist if required. Include arborist report)

\* Diameter at Standard Height. <sup>a</sup>See page 2.

The information contained in the application is accurate and true to the best of my knowledge. I understand that an approved permit is conditional. Further, the decision on this application may be appealed to the San Mateo County Planning Commission. Authority to remove or trim a tree is effective only after the approval appeal period has expired.

\_\_\_\_\_  
 Applicant's Signature

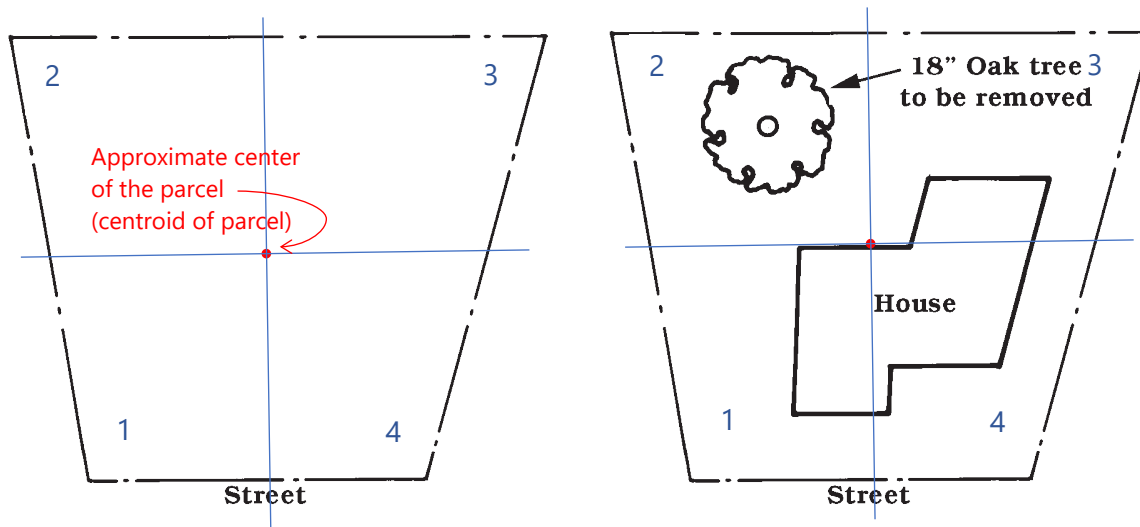
\_\_\_\_\_  
 Date

Public Notification of this application request will be sent to all property owners within 300 feet of the project site and in addition, to the Mid-Coast Community Council if your project site is located in the Mid-Coast.

**HOW TO DETERMINE TREE LOCATION QUADRANT ON YOU PARCEL & REMOVAL PLAN:**

1. Sketch site plan (aerial view) with the main street (the street associated with the parcels mailing address) at the bottom.
2. Determine the center of the parcel. Draw a straight line from the street perpendicular to the street through the identified center of the parcel, till the far end of the parcel. Then draw another line perpendicular to the first line from the left end of the parcel, through the center, to the right end of the parcel. You should have four (4) roughly equal parts of the parcel or quadrants. Number each quadrant, starting clockwise from the bottom left quadrant (See diagram).
3. Sketch in each of location of tree(s) and their drip-line(s) to be removed on the diagram showing approximate nearby building locations, roads, other trees, and any proposed improvements or additions which necessitate tree removal/trimming. Write down which quadrant each tree to be removed in the table on page 1. Please CIRCLE or LABEL tree(s) to be removed. (Attach extra Site Plan if necessary).

EXAMPLE:



**REPLANTING PLAN:**

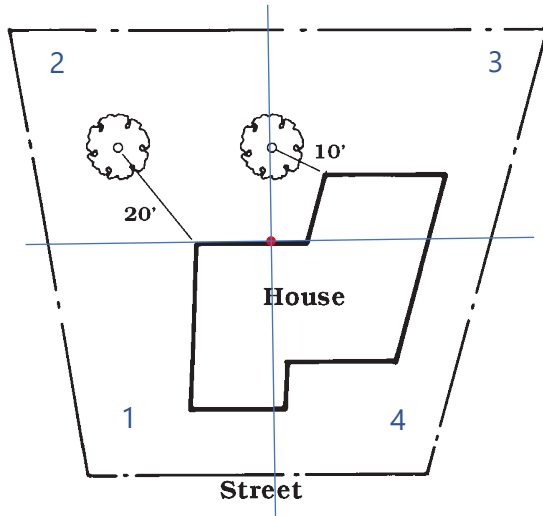
As per the Protected Tree Ordinance and/or the Conditions of Approval of the permit, if a planting of a replacement tree is required. The replanting plan shall show the location (including distances to the house/building **and** the co-ordinates<sup>1</sup>), type, size (as per Section 8.400.160 – Required Replacement Planting, Table 2) of proposed trees. Please list in the table below the replacement trees. Sketch the site plan indicating location, size and species of new tree(s) to replace tree(s) removed. Tree replacement must be completed within one (1) year of the permit's final approval. If replanting is determined to be infeasible by the county arborist, please state "in-lieu fee" for each replacement tree requirement not being done.

Species of tree(s)	Size of Tree to be Planted <sup>6</sup>	Location Quadrant <sup>a</sup>	GPS Coordinates
EXAMPLE – Coast Live oak	24" box	2	37.489163, -122.230464

<sup>6</sup> See section 8.400.160 of the Protected Tree Ordinance

<sup>1</sup> Using Google Maps, zoom in on your property, and locate the approximate location of each replanting with your pointer, and right click to get the co-ordinates

PLAN EXAMPLE:



**Note: Acceptance of this application by Planning Staff...**

- **Does not guarantee the approval of the proposed tree removal(s).**  
Planning staff will grant a tree removal permit only if staff is able to make one or more of the findings listed in **Section 8.400.150 of the Protected Tree Ordinance**. A copy of this ordinance can be obtained at the Planning counter or at [sanmateocountytrees.org](http://sanmateocountytrees.org). The decision to make these findings takes into consideration public comment, recommendation(s) of reviewing agencies, the reason for removal and documentation of the tree's health or hazard as indicated by an arborist (if required, see below).
- **Does not imply that the application is "complete".**  
Other items, such as a report from a certified arborist, may be requested in order to complete your application (Section 8.400.120) For example, an arborist report may be required in order to confirm or refute a property owner's claim that a tree is diseased or a hazard to safety or property.

Applicant to sign below, in acknowledgment of the above information.

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Applicant

## REFERENCES:

### Protected Indigenous Trees List

Botanical name	Common Name	Minimum Trunk Diameter (measured at 4.5 feet above natural ground height)
<i>Acer macrophyllum</i>	Bigleaf Maple	10 inches
<i>Acer negundo</i>	California Box Elder	10 inches
<i>Alnus rhombifolia</i>	White Alder	Six inches or larger within riparian corridors
<i>Alnus rubra</i>	Red Alder	Six inches or larger within riparian corridors
<i>Arbutus menziesii</i>	Pacific madrone	10 inches
<i>Aesculus californica</i>	California Buckeye	10 inches
<i>Chrysolepis chrysophylla</i>	Golden Chinquapin	10 inches
<i>Fraxinus latifolia</i>	Oregon Ash	10 inches
<i>Hesperocyparis abramsiana</i>	Santa Cruz Cypress	10 inches
<i>Platanus racemosa</i>	California Sycamore	10 inches
<i>Populus fremontii</i>	Fremont Cottonwood	Six inches or larger within riparian corridors
<i>Pseudotsuga menziesii</i>	Douglas fir	18 inches
<i>Quercus agrifolia</i>	Coast live oak	10 inches
<i>Quercus chrysolepis</i>	Canyon live oak	10 inches
<i>Quercus douglasii</i>	Blue oak	10 inches
<i>Quercus parvula var. shrevei</i>	Shreve Oak	10 inches
<i>Quercus garryana</i>	Oregon white oak	Any Size
<i>Quercus kelloggii</i>	Black oak	10 inches
<i>Quercus lobata</i>	Valley oak	10 inches
<i>Quercus wislizenii</i>	Interior live oak	10 inches
<i>Salix lasiolepis, Salix laevigata, Salix lasiandra, Salix sitchensis</i>	Willow	Any size in riparian corridors; six inch or larger "trunks" outside riparian corridors
<i>Sequoia sempervirens</i>	Redwood	18 inches
<i>Torreya californica</i>	California nutmeg	10 inches

### Expedited Tree Removal Permit Tree List

Expedited Tree Removal Permit may be granted to remove the following trees:

- |  |   |
|--|---|
| a. <i>Acacia</i> spp.  | j. <i>Magnolia</i> spp.   |
| b. Agricultural fruit or nut trees.  | k. <i>Myoporum laetum</i> (Ngaio tree)                                      |
| c. <i>Ailanthus altissima</i> (tree of heaven)                                     | l. <i>Olea</i> spp. (olive)   |
| d. <i>Cupressus sempervirens</i> (Italian cypress)                                 | m. <i>Pinus</i> spp. (pine)   |
| e. <i>Eucalyptus</i> spp.  | n. <i>Pyrus calleryana</i> (ornamental flowering pear)                      |
| f. <i>Hesperocyparis macrocarpa</i> (Monterey cypress) outside of the Coastal Zone | o. <i>Schinus</i> spp. (pepper tree)  |
| g. <i>Ligustrum lucidum</i> (privet)   | p. <i>Umbellularia californica</i> (bay laurel)                             |
| h. <i>Liquidambar styraciflua</i> (sweetgum)                                       | q. All palms excluding <i>Phoenix canariensis</i> (Canary Island date palm) |
| i. <i>Northolithocarpus densiflorus</i> (tanoak)                                   |   |

A maximum of three trees within a one-year period may be authorized for expedited removal on a parcel. Removal of more than three trees in a one-year period requires a Protected Tree Removal permit.

For recommended replacement trees and trees not to plant, please visit: [Species Lists - San Mateo County Trees](#).

For general guidance on maintenance of trees, please visit: [Resources - San Mateo County Trees](#)