

## Landmark Tree Nomination Form

**Disclaimer:** Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark grove nomination. For more legal information, see the last page of this form.

### Who can nominate a landmark tree?

- The Board of Supervisors, Planning Commission, and the Historic Preservation Commission may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- Property owners may nominate a tree on their property.
- A member of the public may ask an authorized nominator to nominate a tree.

### Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

I am one of the following authorized nominators:

- Property owner
- Board of Supervisors member
- Head of a city department or agency
- Planning Commission member
- Historic Preservation Commission

Authorized nominator (Supervisor, Planning Commission, Historic Preservation Commission, Head of City Department, or Property Owner):

Member of the public who initiated nomination (if applicable):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone (day)

\_\_\_\_\_  
Phone (day)

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

I am an authorized nominator and I support this nomination.

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree.

TREE DESCRIPTION

Tree name (species and common name): \_\_\_\_\_

Street address: \_\_\_\_\_

Location of Tree:  Front yard  Rear yard  Side yard  Corner-side yard  
 Public right-of-way  Public lands  Not sure  
 Other: \_\_\_\_\_

If the tree extends beyond multiple properties:

Which part of the tree does so?

Trunk  Canopy

Where in the neighboring area?

Front yard  Rear yard  Side yard  Corner-side yard

GPS coordinates (optional): \_\_\_\_\_

Tree height \_\_\_\_\_ feet

Average canopy width \_\_\_\_\_ feet  
Distance from one edge to opposite edge of tree canopy

Circumference at chest level \_\_\_\_\_ inches  
Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

Circumference at ground level \_\_\_\_\_ inches  
Distance around trunk on the ground where the trunk meets the soil.

**Attach additional sheets with the following requested information:****The decision to designate a landmark tree takes into consideration the following qualities:**

- (1) The age, size, or species of the tree: particularly whether it exhibits exceptional characteristics in this regard.
- (2) The environmental contributions of the tree: including whether the tree provides an exceptional contribution to the city's ecology or supports habitat for other species;
- (3) The noteworthy cultural or historical value of the tree: including whether it reflects the character or a unique moment in the history of the neighborhood or the city, or if it is of particular value to certain cultural or ethnic groups in the city and
- (4) The aesthetic contribution of the tree: including whether or not the tree is visible or accessible from public property, is of distinguished form, or is a prominent landscape feature.

**Please indicate which of these four conditions are applicable to the tree under consideration (more than one may apply):**

- (1) Structure/physical characteristics  
 (2) Ecological interaction  
 (3) Cultural or historical value  
 (4) Aesthetic contribution

**For each category checked above, please provide backup documentation to support this nomination.**

**(1) Structure/physical characteristics**

Please describe the ways in which the tree presents a structural or physical presence that is exceptional. For example, is the tree of a noteworthy age or stature? Is the species rare or otherwise remarkable? What is the overall condition of the tree?

**(2) Ecological interaction and contribution**

Please describe the ways in which the ecological contribution of the tree is exceptional and/or the ways in which the tree positively affects the city's ecology. For example, does the tree support a rare species? Does it offer an unusual level of ecosystem services, such as storm water filtration, air quality improvement, greenhouse gas mitigation, energy conservation, or erosion protection?

**(3) Cultural or historical value**

Please describe the noteworthy cultural or historical value of the tree. For example, in what ways does it reflect the character of its neighborhood, park or the city as a whole? Is this tree publicly accessible? Does it mark a unique historical moment? Is it of particular value to any cultural or ethnic group?

**(4) Aesthetic contribution**

Please describe the extraordinary aesthetic contribution of the tree. How is the form or size of the tree exceptional? Is the tree publicly accessible or does it have a noteworthy effect on the view from public ally owned land?

**Additional comments:**

Please provide any further information about ways in which this tree is noteworthy and deserving of special recognition by the City of San Francisco.

**Supporting documents**

Provide photographs of the tree that illustrates the noteworthy characteristics described above.

Additional documentation, such as historical records or photographs, environmental or arborist reports, media coverage, or letters of support, is encouraged.

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**If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.**

**Send to:** Urban Forestry Council, c/o Mei Ling Hui, 11 Grove Street, San Francisco, CA 94102  
OR meiling.hui@sfgov.org

**Any information you submit will be part of the public record.**

The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council's website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).