



## City of Millbrae

### Free Shade Trees Program

Department of Public Works, Environmental Programs Division  
621 Magnolia Ave., Millbrae, CA, 94030



We are excited to offer free shade trees through the **Free Shade Trees Program**— a great way to cool your home, improve air quality, and beautify our neighborhoods while expanding our tree canopy. Residents living in **San Anselmo** and **Landing Lane** are eligible to receive a tree planted by the City, on your private property — at **no cost** to you! All we ask is for your **approval** and **commitment** to care for the tree as it grows. Want to make it extra special? **Custom plaques** are available, so you can dedicate, name, or memorialize your tree.

Si desea recibir la solicitud y comunicaciones adicionales en español, envíe un correo electrónico a [environment@ci.millbrae.ca.us](mailto:environment@ci.millbrae.ca.us).

如果您希望收到中文版的申請表和其他訊息，請發送電子郵件至[environment@ci.millbrae.ca.us](mailto:environment@ci.millbrae.ca.us)

<b>Applicant Information</b>	Name:
	Mailing Address:
	City/State/Zip:
	Email:
	Phone Number:
<b>Tree Type:</b> (see back of application for details)	<p><i>Please select 3 options:</i></p> <div><input type="checkbox"/> Chinese Pistache</div> <div><input type="checkbox"/> Common olive</div> <div><input type="checkbox"/> Crape Myrtle</div> <div><input type="checkbox"/> Eastern redbud</div> <div><input type="checkbox"/> Southern Magnolia</div> <div><input type="checkbox"/> Strawberry tree</div> <p><b>Optional:</b> <input type="checkbox"/> Memorialization or dedication plaque</p>
<b>Disclaimer</b>	<p>Applicant expressly agrees that the City of Millbrae: 1) makes no guarantees regarding the availability, performance, condition or long-term performance of any trees species provided through the Free Shade Trees Program; 2) disclaims all warranties, express or implied, including but not limited to warranties of merchantability, fitness for a particular purpose, or freedom from defects, with respect to any trees, signage, or training materials offered or provided through the Program; and 3) does not guarantee that the trees or materials provided will be suitable for any specific property, location, or use.</p> <p>Applicant further agrees to assume all risks and responsibility for the maintenance and care of any trees received through the Program. The City shall not be liable for any damage, injuries, losses, or expenses arising out of or related to the trees, their planting, or their presence on private property. The City, its contractors, and agents</p>



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	<p>shall not be responsible or liable for any damage to private property, including but not limited to irrigation systems, landscaping, lawns, hardscaping (e.g., driveways, sidewalks, patios), underground utilities, lighting or other structures or improvements that may be affected during the tree planting process. It is the Applicant's responsibility to clearly mark or identify any underground or aboveground features (e.g., irrigation lines, electrical wiring, or other sensitive areas) prior to planting. Failure to do so may result in avoidable damage for which the City assumes no responsibility.</p> <p>Applicant agrees to release, indemnify, and hold harmless the City, its officers, employees, contractors and agents from and against any claims, damages, liabilities or expenses arising out of or related to the tree planting activities conducted on the Applicant's property.</p> <p>Applicant understands that participation in the Program is subject to eligibility requirements, available funding, and timely submission of a complete application. The City of Millbrae reserves the right, in its sole discretion, to approve or deny any application, to modify Program terms, or to suspend or terminate the Program at any time and without prior notice.</p>
<b>Terms and Conditions</b>	<ul style="list-style-type: none"><li>- Applicants agree to take responsibility for the care, maintenance, and health of the tree following planting, including but not limited to watering, pruning, and protection from damage or disease.</li><li>- Program incentives are limited and will be distributed on a first-come first-serve basis, subject to the availability of funding. Submission of an application does not guarantee approval or receipt of an incentive. Participation in the Program is subject to site evaluation. Not all properties will qualify. Properties must have a viable planting location that meets minimum spacing, sunlight and clearance requirements to ensure the long-term health of the trees.</li><li>- Tree planting will occur between December and March, weather permitting. To ensure adequate planning and scheduling, all applications must be received by September 30, 2025. Late applications may not be considered.</li></ul>
<b>Application Checklist</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> I completed and signed the incentive application.</li><li><input type="checkbox"/> I indicated what tree species are suitable for my property.</li></ul>



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#### Application Submittal

Email to: [environmental@ci.millbrae.ca.us](mailto:environmental@ci.millbrae.ca.us)

*or*

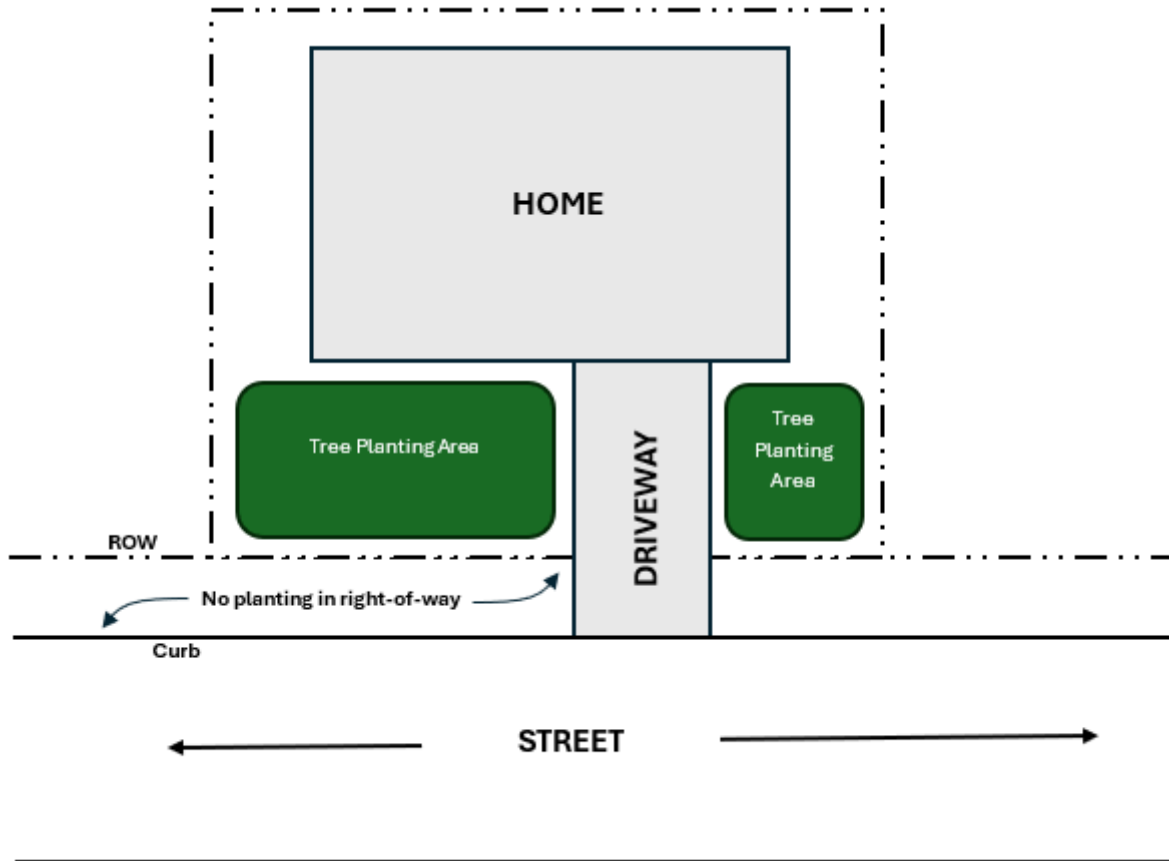
Mail/drop-off: Public Works, City Hall, 621 Magnolia Ave, Millbrae, CA 94030

☐ I have read, understand, and agree to the disclaimer, terms, and conditions of the Free Shade Trees Program.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

#### Lot Map Example:










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#### Tree Options:

<b>Tree Option 1:</b> Chinese Pistache ( <i>Pistacia chinensis</i> , 'Keith Davey')		<b>Tree Option 4:</b> Eastern redbud ( <i>Cercis canadensis</i> )	
<b>Tree Option 2:</b> Common olive ( <i>Olea europaea</i> , 'Swan Hill')		<b>Tree Option 5:</b> Southern Magnolia ( <i>Magnolia grandiflora</i> , 'Little Gem')	
<b>Tree Option 3:</b> Crape Myrtle ( <i>Lagerstroemia indica</i> , 'Tuscarora')		<b>Tree Option 6:</b> Strawberry tree ( <i>Arbutus unedo</i> )	