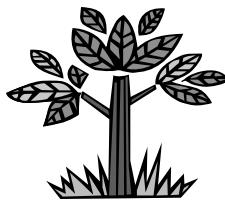
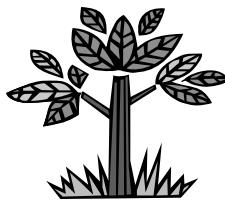




Street Trees



A Message from the Community Preservation Commission

Did you know that:

- The care and maintenance of a street tree in front of your property is the responsibility of the property owner?
- A "street tree" is any woody perennial plant located in the City's right-of-way in front of your property? The right-of-way generally includes the planting strip between the curb and sidewalk and may also include several feet of your front yard area. To obtain right-of-way dimensions for your street contact the Public Works Department at (650) 259-2339.
- November through January are the optimum months to care for trees? Plan now for next season's care.
- Planting, pruning, removing, altering or other work on a street tree requires a permit from the City Parks Division?
- There is **NO FEE** for this permit?

To begin the permit process complete the application form on the reverse side and submit it to the Millbrae Parks Department in person or by mail at 621 Magnolia Ave. Millbrae, CA 94030 by email to treepermits@ci.millbrae.ca.us or by fax (650) 697-8158



Tree Permits Handout

Public Works – Parks Division
(650) 259-2339 or
treepermits@ci.millbrae.ca.us

Community Development – Planning Division
(650) 259-2341 or
planning@ci.millbrae.ca.us

Applying for a Tree Permit

Residents or their tree contractor are required to apply for a Tree Permit with the City before performing work on any street tree or protected tree located on private property as per Millbrae Municipal Code Chapter 8.60.

A separate encroachment permit is required from Public Works when tree work is conducted from within the street.

All tree work conducted in the City of Millbrae must be done in accord with the American National Standards Institute (ANSI) A300 Tree Care Standards.

If the proposed tree work involves both tree pruning and tree replacement, a tree replacement permit should be applied for.

Can a gardener perform tree work?

Tree work in California is required by State law to be conducted by a licensed tree and palm contractor (Cal Bus. & Prof. §7026.1). Under the law, gardeners are limited to performing only incidental trimming of trees measuring less than 15 feet in height after planting. While residents can perform routine tree maintenance and basic trimming themselves without a permit (defined as less than 25% of a tree's mass), the City needs to be notified of major tree work in advance by applying for a tree permit.

Applying for a Tree Pruning Permit

Tree pruning permits are required before carrying out any tree trimming work on either public (street trees) or private property. There is no fee for a tree pruning permit. The application needs to identify the tree service contractor, location and dates of work being performed. Basic trimming and routine maintenance to maintain a protected tree in a healthy condition does not require a tree permit.

Tree Pruning Permit applications can be dropped off in the "Water Payment" box in the parking lot at City Hall, brought to our Engineering Department front counter, mailed to the Engineering Department at 621 Magnolia Ave. Millbrae, CA 94030, or emailed to us at treepermits@ci.millbrae.ca.us. Our hours are Monday through Friday 9:00am to 4:30pm.

Applying for a Tree Removal Permit

A Tree Removal Permit is required for the removal or relocation of any street tree or protected tree on private property (Millbrae Municipal Code Section 8.60.080). Before the tree can be removed, the size and condition of the tree must be assessed. Residents have the option of providing either replacement trees or paying into an in-lieu tree replacement fund. If there is no feasible location available to plant a replacement tree, options for off-site planting are possible with prior approval.

Tree removal applications require documentation describing the health and reasons for the tree(s) removal, the replacement tree(s) being proposed, and a fee for processing. For larger, mature protected trees to be removed, an arborist's report will need to be provided with the application. Applications must be submitted in person to the Community Development Department at 621 Magnolia Ave. Millbrae, CA 94030.

After a permit is issued, tree removals require replacement trees to be planted and inspected for compliance as per Millbrae Municipal Code Section 8.60.110(E). Site photographs after installation can be provided in-lieu of an inspection. For more information about tree removal permits, visit our website at www.ci.millbrae.ca.us/538/Tree-Permits or contact the Planning Division at (650) 259-2341.

What is the tree replacement formula when a protected tree is removed?

- Removed significant trees with a diameter less than eighteen inches (18") must be replaced at a 2:1 ratio with a tree box diameter of twenty-four inches (24") and having a minimum caliper of one and a half inches (1.5").
- Removed significant trees with a diameter between eighteen inches (18") and twenty-four inches (24") must be replaced at a 3:1 ratio with a tree box diameter of twenty-four inches (24") and having a minimum caliper of one and a half inches (1.5").
- Removed significant trees with a diameter greater than twenty-four inches (24") must be replaced at a 4:1 ratio with replacement tree box diameter of twenty-four inches (24") and having a minimum caliper of one and a half inches (1.5") each or replaced at a 1:1 ratio using a replacement tree box diameter of forty-eight inches (48") and having a minimum caliper of three and a half inches (3.5").

What if I don't have enough space in my yard to plant a replacement tree?

If there is inadequate space or an appropriate location to plant a replacement tree on a given property, replacement trees can be planted in off-site locations with prior approval of the City and the underlying property owner.

When installation of a replacement tree is not feasible, protected trees may be replaced with an in-lieu payment into the City's tree replacement fund. The value of the protected tree must be determined by a certified arborist using the most recent edition of the *"Guide for Plant Appraisal"* published by the International Society of Arboriculture. The amount of the in-lieu fee must be equal to the value of the protected tree. A reduced in-lieu fee may be assessed when paid in combination with a reduced number of replacement trees as required.

Emergency Tree Work

Sometimes bad weather happens, and unexpected after-hours emergency tree work is necessary to protect your home. A protected tree may be removed or pruned in an emergency when it presents an imminent danger to life, property, utilities or essential transportation systems. In such an event, the property owner or their tree contractor must notify the authorities and obtain an Emergency Tree Permit from the City within 72 hours of the incident occurring (Millbrae Municipal Code Section 8.60.160).

What about enforcement of the Tree Ordinance?

As per Municipal Code Chapter 8.60, all residents and property owners are responsible for maintaining street trees in front of their properties as well as certain protected trees on

their own properties. Major tree work must be performed by a state licensed tree contractor.

The City enforces the Tree Protection and Urban Forestry Ordinance to ensure that tree work is done safely, properly, and preserves the urban canopy. Anyone found responsible for removing or damaging a protected tree without a tree permit will be required to replace the tree and in addition to fines and penalties set forth in Millbrae Municipal Code Chapter 1.05.

Where can I find more information?

For more information, contact the Planning Division staff at 650-259-2341 or email us at treepermits@ci.millbrae.ca.us.

You can also download a tree application form and find more information online at: www.ci.millbrae.ca.us/538/Tree-Permits





City of Millbrae

Tree Pruning Application

Public Works Department
621 Magnolia Ave. Millbrae, CA 94030
(650) 259-2339 | www.ci.millbrae.ca.us

Property owners wishing to undertake any tree pruning work or plant a new street tree in the public right-of-way must complete this form and submit it to the City of Millbrae. In person, it can be dropped in the "Water Payment" box, brought into our Engineering Dept. at 621 Magnolia Ave. Millbrae, CA 94030, or emailed to treepermits@ci.millbrae.ca.us. Our hours are Monday through Friday 9:00am to 4:30 pm.

Address and Contact Information

Location of tree work: Public / Street Trees Private Property Both

Application is being submitted by: Property Owner Tree Service Contractor

Property Owner's Name:

Address of Work: Date(s) of Work:

Property Owner's Email: Phone:

Contractor's Name:

Contractor's Address:

California Tree and Palm Contractor's License Number (C49):

Contractor's Email: Phone:

Details of Tree Work to be Performed:

This is a no-fee application for tree pruning and planting. If you wish to remove or relocate a tree, a separate tree removal application form with fee and supporting documentation must be submitted to the Community Development Department.

Other than the property owner, any contractor performing tree work must have a valid and current City of Millbrae business license. For more information or to apply for a City business license, please call (650) 259-2321, email Millbrae@hdlgov.com or submit an application online at <https://millbrae.hdlgov.com/>.

Tree work exceeding incidental trimming and maintenance must be conducted by a state licensed tree and palm contractor. Gardeners are limited to performing incidental trimming of trees less than 15 feet in height (Cal Bus. & Prof. §7026.1). Applicants will receive a written response within 10 days. Once issued, a permit is valid for 30 days. A separate encroachment permit is required for any tree work that obstructs or requires closure of the public right-of-way.

Tree permits are subject to all rules and regulations pertaining to Millbrae Municipal Code Chapter 8.60. For further information, call the Parks Supervisor at (650) 259-2378. For a tree removal permit, contact (650) 259-2341.

I hereby certify that I have read and understand the provisions of this permit.

Property Owner's Signature: Date:



City of Millbrae

Tree Removal Application

Community Development Department
621 Magnolia Ave. Millbrae, CA 94030
(650) 259-2341 | www.ci.millbrae.ca.us

Property owners wishing to remove or relocate a protected tree on either public or private property are required to submit a tree removal application to the City of Millbrae. Applications must be submitted in person to the Community Development Department located at 621 Magnolia Ave. Millbrae, CA 94030. For more information, contact us at planning@ci.millbrae.ca.us or call (650) 259-2341. Tree removals must be performed by a licensed tree contractor.

Address and Contact Information

Location of tree removal: Public / Street Trees Private Property Both

Application is being submitted by: Property Owner Tree Service Contractor

Property Owner's Name:

Address of Work: Date(s) of Work:

Property Owner's Email: Phone:

Contractor's Name:

Contractor's Address:

California Tree and Palm Contractor's License Number (C49):

Contractor's Email: Phone:

Supporting Documentation and Tree Replacement Requirements

An application to remove a protected tree must include an arborist report prepared by a certified arborist detailing the location, health rating, structural rating, and overall condition rating of the tree to be removed, evidence supporting its removal, and measures to restore the area once the tree or trees are removed. A report or statement from a licensed tree service contractor may be substituted for an arborist report for protected trees with a trunk diameter less than eighteen inches (18") measured at fifty-four inches (54") above natural grade.

If the installation of replacement trees is not feasible, an in-lieu payment into the City's tree replacement fund is required. The value of the protected tree must be determined by a certified arborist using the most recent edition of the "Guide for Plant Appraisal" published by the International Society of Arboriculture. The amount of the in-lieu fee must be equal to the value of the protected tree. A reduced in-lieu fee may be assessed when paid in combination with replacement trees.

The formula for replacement trees is identified in Millbrae Municipal Code 8.60.110(E).

Other than the property owner, any contractor performing tree work must have a valid and current City of Millbrae business license. For more information or to apply for a City business license, please call (650) 259-2321, email Millbrae@hdlgov.com or submit an application online at <https://millbrae.hdlgov.com/>. Tree permits are subject to all rules and regulations pertaining to Millbrae Municipal Code Chapter 8.60.

A separate encroachment permit is required for any tree work that obstructs or requires closure of the public right-of-way.

I hereby certify that I have read and understand the provisions of this permit.

Property Owner's Signature: Date: