



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 or by fax (650) 697-8158

City of Millbrae

Street Tree Work Permit Application



Property owners wishing to plant, prune, remove, alter or undertake any other work on a street must complete the following permit application and submit it to the Millbrae Parks Division at 621 Magnolia Avenue, Millbrae, CA 94030 or by fax to (650) 697-8158. Office hours are Monday through Friday 8:30 am to 5:00 pm.

All tree removal requests require a compelling reason to be approved. A replacement tree, generally, a 24" box size tree, is required. Each tree must be replaced in the manner designated by the Millbrae Street Tree Ordinance and it's species selected from the City's Master Tree Plan.

Other than the property owner, any individual or company performing street tree work must have a valid City of Millbrae business license available upon city staff request.

It is the responsibility of the property owner to inform their qualified tree care company of the regulations noted on this application. Applicants will receive a written response within 10 days. Once issued, a permit is valid for **30** days.

This permit is subject to all rules and regulations pertaining to Ordinance #598. For further information call the Parks Division at (650) 259-2339.

Tree Address: _____

Applicant: _____
Property Owner Name Mailing Address

Day Phone Evening Phone e-mail

Resident (if other than applicant) _____

Description of Work: (check appropriate box): Planting Pruning Removal

Details: _____

Approved pruning standards and methods include:

- Removal of low hanging branches or foliage that interfere with visibility, free use, or access to any portion of any street or sidewalk. A minimum seven-foot (7') clearance between the sidewalk and bottom branches shall be maintained.
- Crown thinning, crown cleaning and the selective removal (not to exceed 33% removal) of branches for the purpose of increasing light penetration and air circulation within the crown.
- Removal of dead wood.
- Maintenance of trunk and main lateral branches as well as the symmetrical appearance or natural shape of the tree.
- Perform alterations necessary for health or safety.

The City may authorize pruning standards and methods that exceed the above, such as pollarding - a pruning practice that cuts all of the annual growth back to the knobs of the main branches. Such a request should be noted in the description of work. If there is more than one tree in your front yard, please identify the tree in question (i.e.: ribbon, paint, etc.) and explain on this permit what method is being used.

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

Applicant (property owner) Signature _____ Date: _____