



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: