



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:

Mailing Address (if different):

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: