

## City of San Mateo Heritage Tree Ordinance ([www.cityofsanmateo.org/dept/parks/tree.html](http://www.cityofsanmateo.org/dept/parks/tree.html))

A Heritage Tree is a tree native to, or adapted to, climatic conditions of this area (e.g. Oak, Bay, Redwood, Cedar, Buckeye), having a trunk diameter of ten inches measured at four feet above the ground or any tree with a trunk diameter of sixteen inches or more measured at four feet above ground level.

The City of San Mateo has adopted the Heritage Tree Ordinance because the citizens of San Mateo realize that trees, especially Heritage Trees, are valuable to both individual properties and the entire community. It is the intent of the ordinance to pursue other methods of solving tree related problems, using proven arboricultural techniques, other than removing valuable trees unless absolutely necessary.

Permits are required to work on Heritage Trees. It is unlawful for any person to remove or prune more than one quarter of the crown or existing foliage of the Heritage Tree, or more than one third of the root system of any Heritage Tree growing in the City of San Mateo without first obtaining a permit from the Parks and Landscape Maintenance Manager (Section 13.52, S.M.M.C.).

Heritage Tree Permit Application Process:

1. Open and save the Heritage Tree Application (from Parks and Rec dept) to your computer.
2. Once saved to your computer, open and complete the required information.
3. Save a completed copy for your records.
4. Email application to [trees@cityofsanmateo.org](mailto:trees@cityofsanmateo.org)
5. You can also pick up and submit an application at the following locations:

Parks and Recreation Division Office  
2001 Pacific Boulevard

Parks and Recreation Administrative Office  
1900 O'Farrell, Suite 140 (next to City Hall)  
IMPORTANT: This location does not issue permits

Upon receiving the application, the Managing Arborist or a designee will inspect the tree and evaluate the reasons for removal. Before granting any permit, all abutting property owners and renters are notified in writing of the Park Manager's decision and have ten days to appeal. After the appeal period, the property owner is notified that the permit can be picked up at the Park and Recreation counter at 2001 Pacific Blvd.

Normally a twenty-four inch box size tree is required to be planted for each tree removed. In lieu of replanting, payment of equal value as stated on the permit can be made for deposit into the City's Tree Planting Fund.

When a replant is required, there is a \$300 tree planting deposit which is refunded when the planting conditions are met.

For additional information about Heritage Trees, call (650) 522-7420.