



City of Brisbane
Community Development Dept.
 50 Park Place
 Brisbane, CA 94005
 (415) 508-2120
 City Hall Hours: M-T-Th 8-5, W 8-8, F 8-1

**7-Day Notice from Owner to City:
 For Severe Tree Trimming or
 Removal of Non-protected Mature Tree**

Applicability: Brisbane Municipal Code Section 12.12.050.A allows that following submittal of a 7 calendar day notice to the Community Development Department (CDD), any species of tree may be severely trimmed (as long as the trimming would not result in the death of the tree) and certain tree species may be removed. This form serves as that required notice. A date stamp from the CDD on this form is required for the notice to be considered effective. Approval will be implicit after 7 days, unless the City contacts the owner or owner’s agent listed on this form within the 7 day time period to indicate that the severe trimming or removal may not proceed. For information on trees subject to noticing only and standard conditions, please see pages 3 and 4 of this handout. Note that the CDD will require access to view the tree for verification of the information provided herein. Also, failure to provide adequate or correct contact information will invalidate this notice.

This form may only be used for trees meeting the criteria provided in the BMC Chapter 12.12. It shall **not** be used for trees located in the public right-of-way, or on any property owned by others who are not listed and signed on to this form.

161 Santa Clara St. Brisbane, CA 94005

Address of Tree(s) Proposed for Removal _____

If notice is for removal, is the tree a Protected Tree (see definitions on page 3 of this form)? Yes No
 If you answered “Yes” to the above, please STOP and complete an Application for Protected Tree Removal instead.

Photo ID #	Trimming or Removal (T or R)	Species (Scientific and Common Name)	Invasive (Yes/No). If yes, cite reference.	Tree circumference at 2 Ft. above Grade	Description of Tree Location
1	R	Monterey pine (<i>Pinus radiata</i>)	No	6'	1st from Santa Clara
2	R	Monterey pine (<i>Pinus radiata</i>)	No	6'	2nd from Santa Clara
3	T	Monterey pine (<i>Pinus radiata</i>)	No	9'	3rd from Santa Clara

Attach a photo of each tree, keyed to a site plan or aerial photo indicating the location of each tree to be trimmed or removed for field verification. Required attachments:

- Site plan or aerial photo showing tree locations(s) and One or more photos of each tree

Owner’s Information:

Owner First Name _____ Last Name _____

Mailing Street # _____ Mailing Street _____ Mailing City _____ Mailing State _____ Mailing Zip _____

Email _____ Phone _____

OWNER ACKNOWLEDGMENT

The information submitted herein is true and correct and I have read and agree to the standard conditions of approval provided on page 4 of this form.

Property Owner's Signature (required) _____  _____ Date 5/10/2021

If an agent is submitting on behalf of the owner, provide the following additional information:

Agent First Name _____ Agent Last Name _____ Business Name _____

Business Street # _____ Street _____ City _____ State _____ Zip _____

Email _____

Business Phone _____ Mobile Phone _____

Agent Signature (required) _____ Date _____

➤ **ELECTRONIC SUBMITTAL REQUIRED.** Please submit this application and any supplemental material to planningapplications@brisbaneca.org, Attn: Ken Johnson, Senior Planner, as a PDF. (Max email size 10 MB.)

For staff use only

Date Received 5/10/2021

Reviewed by  _____
Jeremiah Robbins, Associate Planner



