

DEPARTMENT OF PUBLIC WORKS



Road Operations - Permits
752 Chestnut St,
Redwood City, CA 94063
(650) 363-4103

Tory A. Newman
Director of Public Works

Date: \_\_\_\_\_
Plan Check #: \_\_\_\_\_
APN: \_\_\_\_\_

ENCROACHMENT PERMIT APPLICATION
FOR TREE(S)/LANDSCAPING ONLY (\$130 \*/address)

The undersigned hereby applies for permission to INSTALL and MAINTAIN tree and/or landscaping (IMPROVEMENTS) within the public Right-of-Way of the County of San Mateo road(s) listed:

DESCRIBED LOCATION OF PROPOSED TREE(S) PLANTING AND/OR LANDSCAPING <address>:

DESCRIBED PROPOSED WORK: <Attach Plans & Details>

NOTE: APPLICANT MUST CALL USA (811) TO REQUEST UTILITY MARKING PRIOR TO ANY DIGGING
FOR PLANTING AND/OR LANDSCAPING IN THE PUBLIC RIGHT-OF-WAY

PROPOSED ENCROACHMENT DATE(S): START \_\_\_\_\_ FINISH \_\_\_\_\_

CONDITIONS:

Applicant AGREES TO perform the described activity in accordance with applicable County of San Mateo codes, regulations, restrictions and specifications and to be subject to inspection and approval by the Department of Public Works.

Applicant AGREES TO maintain and repair IMPROVEMENTS installed under this permit for the life of the IMPROVEMENTS and in a manner that avoids the creation of any hazards to the public. Maintenance obligations include but not limited to; watering, weeding, trimming branches (7' height min.), removing dead limbs, sweeping and removing fallen leaves, trimming branches to prevent encircling powerline, etc.

APPLICANT TO COMPLETE

PLEASE PRINT

"USA" 811 Inquiry

Owner Name

Date

Mailing Address

USA Inquiry ID Number

City, State Zip

Phone and Email

Applicant Signature

\* - permit fee increases 3% annually, beginning July 1, 2022

## **PLANTING CRITERIA (NOT ALL INCLUSIVE)**

*(To prevent damages to roadway, sidewalk, curb, or other related infrastructures, etc.)*

- New tree may be planted in planter strip between curb (or 5' (min.) from edge of pavement) and sidewalk.
- New tree may not block an existing parking strip/area.
- New tree may not be closer than 15 feet from an existing tree.
- New tree may not be closer than 8 feet from a fire hydrant.
- New tree may not be closer than 4 feet from a water meter box or utility vault.
- New tree may not be closer than 15 feet from a street light.
- New tree may not be closer than 8 feet from a sewer line (e.g. main or lateral).
- New tree may not be closer than 15 feet from an intersection.
- New tree may not be closer than 10' from a powerline. Tree height must be considered to avoid affecting powerline.
- All new trees must have root barriers, see attached Tree Planting Details.
- See attached Tree Planting Details for more details.

## **TREE SPECIES APPROVED FOR PLANTING IN THE PUBLIC RIGHT-OF-WAY**

Species	Common Name	Size
Callistemon citrinus	Lemon Bottlebrush	Small Broadleaf Evergreen
Tristanopsis laurina	Water gum	Small Broadleaf Evergreen
Lophostemon confertus	Brisbane Box	Medium Broadleaf Evergreen
Nyssa sylvatica	Sour gum	Medium Broadleaf Evergreen
Melaleuca linariifolia	Snow-in-Summer	Medium Broadleaf Evergreen
Quercus agrifolia	California Live Oak	Large Broadleaf Evergreen
Quercus engelmannii	Englemann Oak	Large Broadleaf Evergreen
Quercus ilex	Holly Oak	Large Broadleaf Evergreen
Quercus lobata	Valley Oak	Large Broadleaf Evergreen
Quercus suber	Cork Oak	Large Broadleaf Evergreen
Quercus suber	Cork Oak	Large Broadleaf Evergreen
Quercus tomentella	Island Oak	Large Broadleaf Evergreen
Fraxinus holotrica	Moraine Ash	Large Broadleaf Evergreen
Fraxinus oxycarpa	Raywood Ash	Large Broadleaf Evergreen
Pyrus calleryana	Ornamental Pear	Large Broadleaf Evergreen
Erythrina crista-galli	Cockspur Coral Tree	Small Broadleaf Deciduous
Cercis canadensis	Eastern Redbud	Large Broadleaf Deciduous

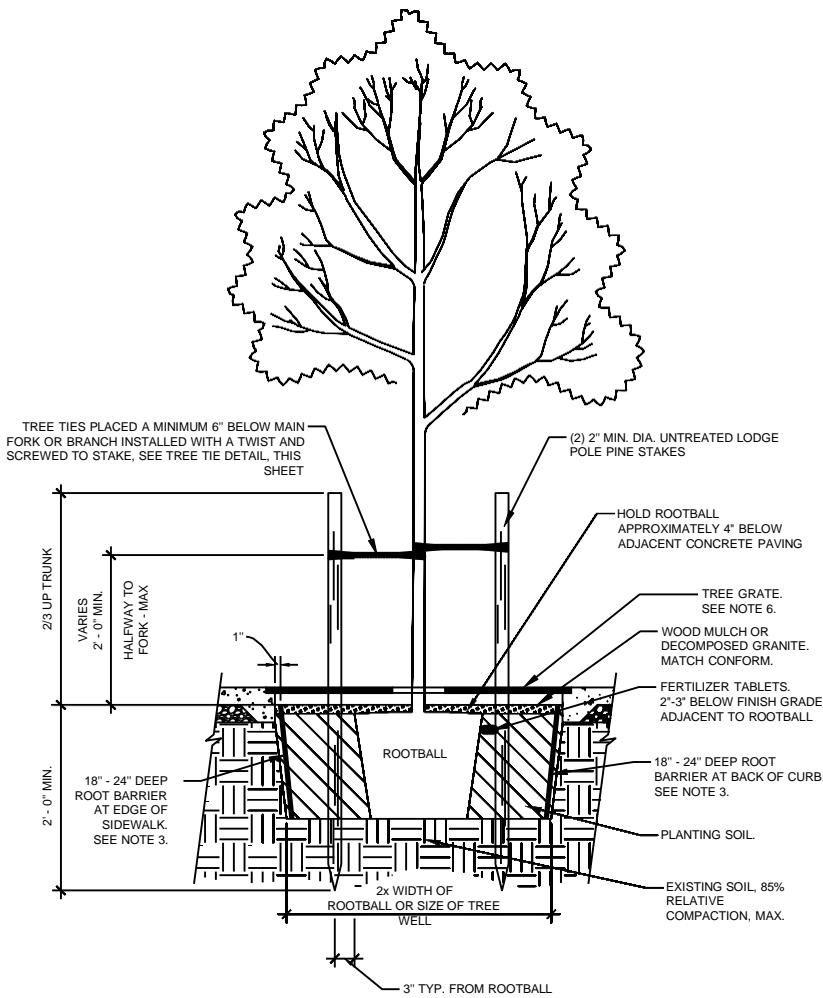
Pictures below showing trees planted without proper spacing, maintenance, and root barriers and the resulting damages.



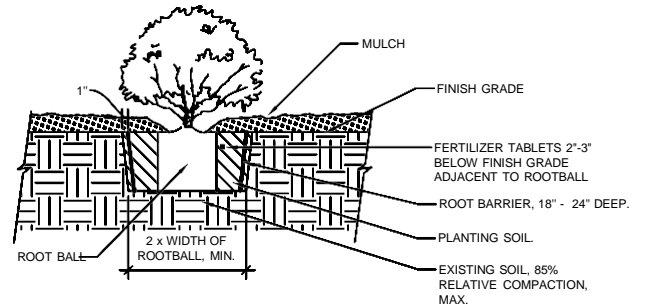
*Tree roots uplifted sidewalk and curb.  
Drainage is affected and ponding could occur.*



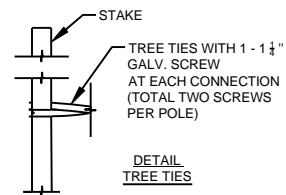
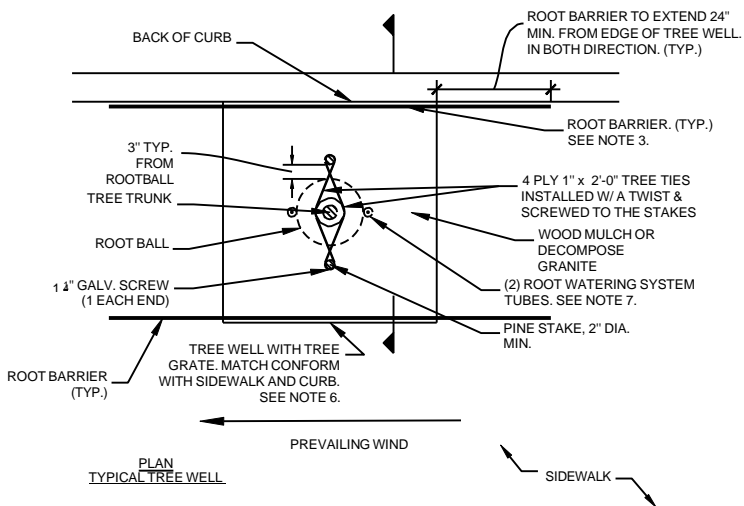
*Tree roots uplifted sidewalk and curb.  
Drainage is affected and ponding could occur.*



1 TREE PLANTING  
NTS



2 SHRUB PLANTING  
NTS



NOTES:

1. EXCAVATE SQUARE TREE PITS. SCARIFY SIDES AND BOTTOM.
2. FOOT TAMP PLANTING SOIL IN 6" LIFTS TO STABILIZE TREE.
3. INSTALL ROOT BARRIER PER MANUFACTURER SPECIFICATION. INSTALL 1/2" MAXIMUM ABOVE FINISH GRADE AND COVER WITH SPECIFIED WOOD MULCH OR DECOMPOSED GRANITE.
4. TREE STAKES & TIES TO BE INSTALLED PERPENDICULAR TO DIRECTION OF PREVAILING WIND.
5. THE HEIGHT OF THE STAKES SHALL NOT INTERFERE WITH TREE BRANCHES IN ANY WAY.
6. TREE GRATE INSTALLATION IS OPTIONAL AND DEPENDS ON OWNERS DECISION.
7. INSTALLATION OF ROOT WATERING SYSTEM DEPENDS ON OWNERS DECISION.



REVISION	DATE	DESIGNED BY:
		CHECKED BY:
		DRAWN BY:

COUNTY OF SAN MATEO  
TREE PLANTING DETAILS

SCALE: NTS	SHEET NO. <b>1</b>
DATE: AUGUST 16, 2021	
FILE NO:	

ANN M. STILLMAN, INTERIM DIRECTOR OF PUBLIC WORKS  
SAN MATEO COUNTY

555 COUNTY CENTER, 5TH FLOOR  
REDWOOD CITY, CALIFORNIA 94063



<p>RECORDING REQUESTED BY</p> <p>Owner Name: Address:</p>	<p>This space for Recorder's Use Only</p>
<p><b>WHEN RECORDED MAIL TO:</b></p> <p><b>County of San Mateo Department of Public Works 555 County Center, 5<sup>th</sup> Floor Redwood City, CA 94063</b></p> <p><b>Attn: Tim Cheng (PONY: DPW-177)</b></p>	
<p style="text-align: center;"><b><u>MAINTENANCE AGREEMENT</u></b> <b><u>FOR TREE(S)/LANDSCAPING AT</u></b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(address)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(permit no)</p>	
<p style="text-align: center;"><b>Title of Document</b></p>	

DRAFT ONLY

**MAINTENANCE AGREEMENT  
FOR TREE PLANTING/LANDSCAPING IN THE PUBLIC RIGHT-OF-WAY**

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the COUNTY OF SAN MATEO, a political subdivision of the State of California, hereinafter called "County", and \_\_\_\_\_ hereinafter called "APPLICANT."

**WITNESSETH:**

**WHEREAS**, the APPLICANT is the Property Owner at \_\_\_\_\_

**WHEREAS**, the APPLICANT has desires to plant tree(s) and/or landscaping improvement(s) (IMPROVEMENTS) within the public Right-of-Way as shown in Exhibit A; and

**WHEREAS**, the County has jurisdiction of the Right-of-Way where IMPROVEMENTS will be placed; and

**WHEREAS**, the parties agree that APPLICANT's planting of IMPROVEMENTS within the public Right-of-Way would benefit the public.

**NOW, THEREFORE, IN CONSIDERATION OF THE COUNTY'S APPROVALS AND THE PUBLIC BENEFITS THAT WILL RESULT, THE PARTIES AGREE AS FOLLOWS:**

1. APPLICANT, at its own cost and expense, shall maintain IMPROVEMENTS, attached as Exhibit A, in good condition and repair and in a manner that avoids the creation of any hazards to the public. Maintenance obligations include but not limited to: watering, weeding, trimming branches (7' height min.), removing dead limbs, sweeping and removing fallen leaves, trimming branches to prevent encircling powerline, etc.
2. The APPLICANT shall defend, save harmless and indemnify the County, its officers, agents, employees, invitees, and contractors, and each of them, from and against any and all losses incurred in connection with IMPROVEMENTS(s).
3. The term "APPLICANT," shall include not only the APPLICANT but also heirs, successors, executors, administrators and assigns.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the day and year first above written.

**“COUNTY”**

**COUNTY OF SAN MATEO**

BY: \_\_\_\_\_

Tory A. Newman  
Director of Public Works  
County of San Mateo

**“APPLICANT”**

**PROPERTY OWNER(S)**  
**(SIGNATURES MUST BE NOTARIZED)**

\_\_\_\_\_

\_\_\_\_\_

Property Address

BY: \_\_\_\_\_

\_\_\_\_\_  
Print Name

BY: \_\_\_\_\_

\_\_\_\_\_  
Print Name

**EXHIBIT "A"**  
**TREE PLANTING/LANDSCAPING PLANS**  
**(AS SUBMITTED BY APPLICANT)**

Maintenance Agreement for Tree Planting/Landscaping in the Public Right-of-Way

Address: \_\_\_\_\_

# CALIFORNIA CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not

the truthfulness, accuracy, or validity of that document.

State of California )

County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_  
(here insert name and title of the officer)

personally appeared \_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

## Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

### Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of \_\_\_\_\_

containing \_\_\_\_\_ pages, and dated \_\_\_\_\_

The signer(s) capacity or authority is/are as:

- Individual(s)
- Attorney-in-Fact
- Corporate Officer(s) \_\_\_\_\_  
Title(s)

- Guardian/Conservator
- Partner - Limited/General
- Trustee(s)
- Other: \_\_\_\_\_

representing: \_\_\_\_\_  
Name(s) of Person(s) or Entity(ies) Signer is Representing

Additional Information
<b>Method of Signer Identification</b>  Proved to me on the basis of satisfactory evidence: <input type="radio"/> form(s) of identification <input type="radio"/> credible witness(es)  Notarial event is detailed in notary journal on: Page ff _____ Entry # _____  Notary contact: _____  <b>Other</b> <input type="checkbox"/> Additional Signer(s) <input type="checkbox"/> Signer(s) Thumbprint(s) <input type="checkbox"/> _____