DEPARTMENT OF PUBLIC WORKS

Road Operations - Permits
455 County Center, 2/Fl.
Redwood City, CA 94063
(650) 363-1822

ANN M. STILLMAN
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:

_____ initials — 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.

_____ initials — 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

"USA" 811 Inquiry

_____
Date

_____
USA Inquiry ID Number

PLEASE PRINT

_____
Owner Name

_____
Mailing Address

_____
City, State Zip

_____
Phone and Email

_____
Applicant Signature

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

(Continued on next page)

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 CATEGORY
Fraxinus Holotrica	Moraine Ash	Small
Fraxinus Oxycarpa	Raywood Ash	Small
Quercus Agrifolia	Coast Live Oak	Medium
Quercus Ilex	Holly Oak	Medium
Quercus Suber	Cork Oak	Medium
Quercus Lobata	Valley Oak	Large

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.



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

Species	Common Name	Size
Callistemon citrinus	Lemon Bottlebrush	Small Broadleaf Evergreen
Tristaniopsis 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

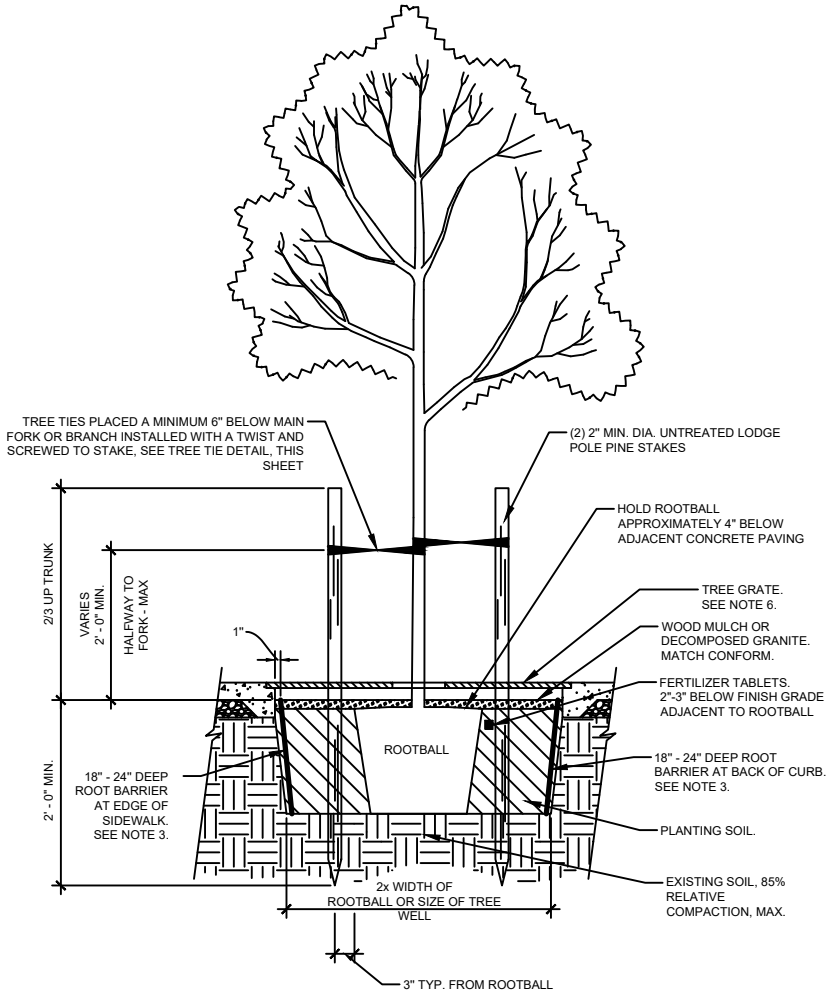
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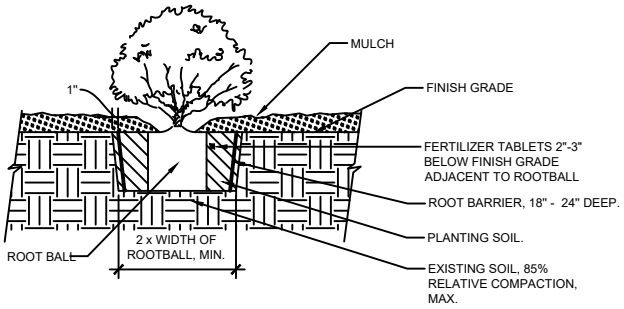
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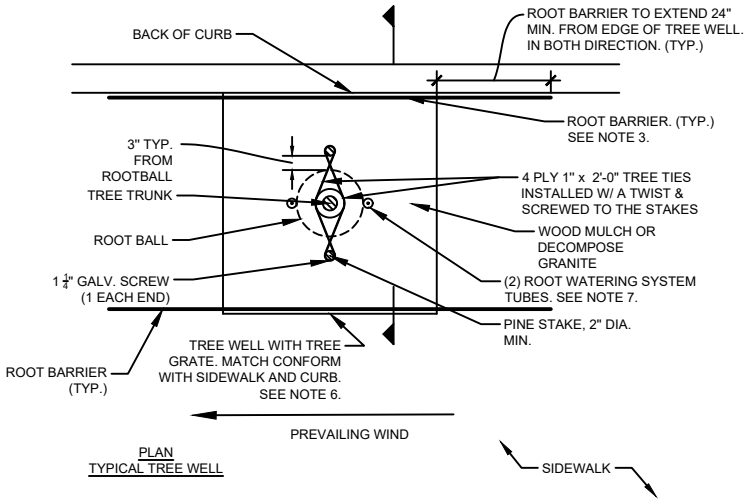
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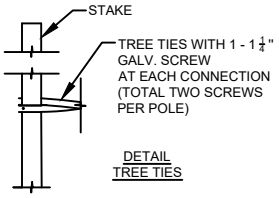
1 TREE PLANTING
NTS



2 SHRUB PLANTING
NTS



PLAN
TYPICAL TREE WELL



DETAIL
TREE TIES

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. INSTALL1/2" 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:	COUNTY OF SAN MATEO	SCALE: NTS	SHEET NO.
		CHECKED BY:	TREE PLANTING DETAILS	DATE: AUGUST 16, 2021	1
		DRAWN BY:		FILE NO:	

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

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

RECORDING REQUESTED BY

Owner
Name:
Address:

WHEN RECORDED MAIL TO:

County of San Mateo
Department of Public Works
555 County Center, 5th Floor
Redwood City, CA 94063

Attn: Diana Shu (PONY: DPW-177)

This space for Recorder's Use Only

ENCROACHMENT PERMIT APPLICATION

FOR TREE(S)/LANDSCAPING AT

_____
(address)

_____
(permit no)

Title of Document

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."

W I T N E S S E T H:

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

WHERAS, 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: _____

Ann M. Stillman
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)

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

Method of Signer Identification

Proved to me on the basis of satisfactory evidence:
○ form(s) of identification ○ credible witness(es)

Notarial event is detailed in notary journal on:
Page # _____ Entry # _____

Notary contact: _____

Other

☐ Additional Signer(s) ☐ Signer(s) Thumbprint(s)

☐ _____

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