



**City of San Mateo**  
 Building Division  
 330 W 20<sup>th</sup> Ave  
 San Mateo CA. 94403  
 650-522-7172  
 www.cityofsanmateo.org

# TREE DISCLOSURE STATEMENT

TO BE COMPLETED AND SUBMITTED BY THE APPLICANT WITH  
 THE BUILDING PLANS FOR REVIEW

REVISED 8/16/21

Per San Mateo Municipal Code section [13.40.080](#), any application for discretionary development approval for real property or for any other Construction Activity shall be accompanied by a signed statement by the property owner or authorized agent which discloses, and shows graphically in the site plans, whether any [Protected Trees](#) appear to exist on the property or on any property within 30 feet of the proposed construction activity. Protected tree means a Heritage tree (Oak trees with a trunk diameter of 10 inches or more, and any other tree with a trunk diameter of 15 inches or more, measured at 54 inches above natural grade) and all Street trees.

<b>ADDRESS:</b>	<b>PERMIT NUMBER:</b>
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**1. Check if any of the following apply:**

- There is any Oak tree on the property or on any neighboring property within 30 feet of the proposed Construction Activity with at least one trunk that is 10 inches in diameter (31 inches in circumference), measured at 54 inches from the ground.
- There are any other kinds of trees on the property or on any neighboring property within 30 feet of the proposed Construction Activity with at least one trunk that is 15 inches in diameter (47.1 inches in circumference), measured at 54 inches from the ground.
- There are one or more Street trees in the public right-of-way within 30 feet of the proposed Construction Activity.
- There is any tree designated as protected as part of an approved Planning Application subject to Chapter 27.71.

**Have you checked any of these boxes?**

- YES, go to Part 2.**
- NO, there are no trees meeting the specifications described above, go to Part 3.**

**2. Check if any of the following construction activities will take place within 10 times the diameter of any of the trees disclosed in Part 1. (Note: measure from center of trunk to the limit of work)**

<ul style="list-style-type: none"> <li><input type="checkbox"/> New building</li> <li><input type="checkbox"/> Building addition</li> <li><input type="checkbox"/> Building alteration</li> <li><input type="checkbox"/> Building reparation</li> <li><input type="checkbox"/> Building demolition</li> <li><input type="checkbox"/> Grading</li> <li><input type="checkbox"/> Excavation (including trenching for utilities or irrigation)</li> <li><input type="checkbox"/> Paving</li> <li><input type="checkbox"/> Soil deposit, drainage, or leveling</li> <li><input type="checkbox"/> Tree pruning or removal (Note: Any person or entity desiring to prune or remove one or more Heritage or Street Trees shall apply for a Permit as specified in <a href="#">S.M.M.C. 13.40.090</a>).</li> </ul>	<p>Also, the necessary related activities which may or may not be shown on site plans like:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Storing</li> <li><input type="checkbox"/> Staging of materials</li> <li><input type="checkbox"/> Site access</li> <li><input type="checkbox"/> Parking</li> <li><input type="checkbox"/> Placement of temporary structures</li> <li><input type="checkbox"/> Debris disposal</li> <li><input type="checkbox"/> Additional excavation</li> <li><input type="checkbox"/> Landscaping</li> </ul>
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**Have you checked any of these boxes?**

- YES, go to Part 4.**
- NO, none of these apply to my project, go to Part 3.**

**3. If directed to this section based on section 1 or 2:**

- I, the undersigned, hereby disclose that there are no Protected trees on or adjacent to the property OR there are Protected trees, but work will take place further than 10 times the trunk diameter.

**If you have checked this box, stop here, sign this form at the bottom and submit it with your permit application.**

**4. Arborist Report and Tree Protection Plan**

- This project will require a Tree Protection Plan to be in compliance with S.M.M.C. 13.40.** Therefore, have an ISA Certified Arborist (Project Arborist) who is qualified to write a report and protection plan for all trees disclosed in Part 1.

The Protection Plan must consider any construction-related activity, no matter how minor, that is planned or is reasonably foreseeable to occur within 10 x the trunk diameter of any Protected tree.

Please refer to the Tree Protection Specifications, page 8 of the [Administrative Guidelines](#). For assistance in locating an arborist, visit the American Society of Consulting Arborist (ASCA) [website](http://www.asca-consultants.org/search): <http://www.asca-consultants.org/search>.

**Tree Removal or Pruning Permit – if applicable**

- This project involves the removal or pruning of one or more protected trees.** Any person or entity desiring to remove or prune one or more Protected trees shall apply for a permit from the Director of the Parks and Recreation Department. The Permit application is available at the Parks & Recreation website under the [Trees](#) tab.

**If you have checked this box, please submit a copy of the approved Protected Tree Work Application granted by the Parks and Recreation Department, with your plan. An application without the signature of the Director or designee is not acceptable.**

**I, the undersigned, agree to the conditions of this disclosure.** I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement constitutes a **violation of the San Mateo Municipal Code** Section [13.40.140](#), which can lead to criminal and/or civil legal action.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Owner or Agent)