



**CITY OF ENCINITAS**  
Development Services  
Department  
505 S. Vulcan Ave  
Encinitas, CA 92024  
[www.encinitasca.gov](http://www.encinitasca.gov)  
Phone: 760-633-2710  
Email: [planning@encinitasca.gov](mailto:planning@encinitasca.gov)

# HERITAGE TREE NOMINATION

**PLN**  
**140**

Aug 2023

## Urban Forest Management Program Administrative Manual Procedures Section 9.00

The Planning Commission may designate a tree or trees as a Heritage Tree/s upon finding that it/they is/are unique and of importance to the community due to any of the following factors:

1. The tree/s is/are one of the oldest and largest of its species.
2. The tree/s is/are of unique form or species.
3. The tree/s has/have historic significance due to an association with an historic building, site, street, person or event.
4. The tree/s is/are a defining landmark or significant outstanding feature of a neighborhood.

For a tree/s to be considered for designation as a Heritage Tree, a nomination form must be submitted to the Planning Division. The tree/s will be inspected by staff to make sure all designation criteria are met. The nomination request along with the results of staff's inspection will be forwarded to the Environmental Advisory Commission (EAC) for evaluation. If the nomination is approved by the EAC, the nomination will be forwarded to the Planning Commission for final approval.

### Heritage Tree Designation Process:

1. The nomination form (attached) is submitted in person to the Planning Division at the above address or mailed to the same.
2. Nomination requests are gathered throughout the quarter year (January to March, April to June, July to September, and October to December).
3. At the end of a quarter, the nomination requests received are processed by Planning Division staff and routed for review to the Parks and Recreation Department, Public Works Department, and/or a City Arborist, as applicable, depending on the locations of the tree/s and nature of the requests.
4. Once the staff evaluation is completed, the nomination requests and staff evaluation are presented to the EAC for the EAC to make recommendations to the Planning Commission.
5. The EAC recommendations are presented along with the staff evaluations to the Planning Commission for final determinations on the nomination requests. Upon a finding by the Planning Commission that one of the above factors is applicable to a nominated tree/s, the tree/s shall be designated as Heritage Trees.
6. All trees designated as Heritage Trees will be included in a list with specific tree locations. The list will be available at the Planning Division at the above address.
7. All trees designated as Heritage Trees will be subject to the provisions of the Urban Forest Management Program Administrative Manual Procedures.
8. Trees may be removed from the list of Heritage Trees by the Planning Commission upon its own motion or upon approval of a written request for removal from the property owner. Removal of a tree from the list of Heritage Trees shall proceed through the same process outlined above for designation.
9. The designation or removal of designation as a Heritage Tree may be appealed in accordance with the procedures set forth in Chapter 1.12 of the Municipal Code (Appeals).

**Any tree, including designated Heritage Trees and trees nominated for Heritage Tree designation, that is determined to be a *hazardous tree* may be removed without notice in accordance with Section 6.00 of the Urban Forest Management Program Administrative Manual Procedures.**

Application No.: \_\_\_\_\_ Date: \_\_\_\_\_ Community Area: \_\_\_\_\_

Please complete the following. Submit the completed form in person at the Planning Division or by mail to the address above.

**APPLICANT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Last, First, Middle Initial) email: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Signatory’s Name

**If the tree/s is/are on private property, the property owner must provide written authorization.**

**Provide a copy of the Grant Deed for ownership verification.**

**Applications not properly authorized or submitted without a Grant Deed will be rejected.**

**PROPERTY OWNER(S):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Last, First, Middle Initial) email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant, Owner or Authorized Agent\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Signatory’s Name

\*If applicant or authorized agent signs for owner, provide a letter of authorization signed by owner.

**TREE INFORMATION**

Location: \_\_\_\_\_  
(Please provide property address or nearest property address if possible.)

Nearest Cross Street/s: \_\_\_\_\_

(continued on next page)

**TREE INFORMATION (continued)**

Tree Species: \_\_\_\_\_

Estimated Height: \_\_\_\_\_ Est. Canopy Width: \_\_\_\_\_ Est. trunk diameter\*: \_\_\_\_\_

\*Trunk diameter should be estimated approximately 4½ feet above the ground.

Condition (health): \_\_\_\_\_

Estimated Planting Date: \_\_\_\_\_

Specific proof of planting date may be difficult to determine, but an estimate based on the age of surrounding development and/or the size of the tree is adequate.

**HISTORY AND NOTES**

Provide any history or notes you have about this tree or these trees. Please feel free to attach any additional history information separately. **Include photos of the nominated tree/s with this nomination form. PHOTOS OF THE TREE/S ARE REQUIRED FOR THIS FORM TO BE ACCEPTED.**