



HERITAGE TREE PROGRAM

HERITAGE TREE NOMINATION FORM

The City of West Hollywood's Heritage Tree Program has been adopted for the purpose of identifying, promoting awareness, maintaining and protecting designated Heritage Trees located within the City. This Program acknowledges that Heritage Trees whether located on public or private property are distinct and unique living resources of the West Hollywood community.

Nominations for Heritage Tree designation, for trees located on either public property (such as street trees, park trees, median trees) or private property may be made by any resident, property owner or business owner (Applicant) of West Hollywood.

Prior to completing the Heritage Tree Nomination Form please refer to the following sections of the Heritage Tree Program:

- *Criteria for Heritage Tree Nomination Page 2*
- *Categories of Heritage Tree Nomination ... Page 4*

Nominations for Heritage Tree consideration are submitted by completing this Form by providing information requested in items 1 through 6 below. **If the tree is located on private property please note privacy of property owner as described in items 2 and 3.**

1. LOCATION OF NOMINATED TREE(S)

Street address (nearest to tree) or location within a park.

2. DESCRIPTION OF NOMINATED TREE(S)

Without trespassing onto private property, identify tree species and estimate diameter, height, crown width, and age, as well as any additional characteristics on which the nomination is based.

Tree specie: _____

Trunk Diameter (Measured 4 ½ feet from ground): _____

Tree Height: _____ Crown Width: _____

Age: _____

Describe additional characteristics that nomination is based: _____

3. PROPERTY OWNER CONSENT – If the tree is located on Private Property the owner(s) must consent in writing to a tree nominated for Heritage Tree designation.

The privacy of the private property owner(s) shall be respected. Upon receipt of a Private Property Heritage Tree Nomination (Nomination), the City shall contact the property owner for their written consent of a Nomination. Unless the property owner is the Applicant, the Applicant shall not contact the property owner regarding consent to the Nomination. The consent shall include the name, address and telephone number of the private property owner(s) and a statement that they have reviewed the City’s Heritage Tree Program. The consent must also grant authorization to the City or their agents to enter onto the subject property to view a tree submitted for nomination. Said consent shall be signed by the private property owner(s).

4. PHOTOGRAPH(S) OF THE NOMINATED TREE(S)

Attach photograph(s) of the tree being nominated.

5. LOCATION MAP

Clearly identify property location of the nominated tree(s) and the specific location of the subject tree(s) within the property.

Attach a site plan or map of the property indicating the specific location of the nominated tree(s) within the property.

Submit completed Heritage Tree Nomination Forms to:

City of West Hollywood
Human Services Department
Facilities and Field Services Division
8300 Santa Monica Boulevard
West Hollywood, Ca. 90069

Upon receipt of the completed Nomination Form the Manager of the Facilities and Field Services Division will review the Form for completeness. Those nominations being determined as complete will be forwarded to the City's Heritage Tree Committee for consideration (*see page 8 of the Heritage Tree Program*). Those nominations being determined as incomplete shall be returned to the Applicant with deficiencies noted. The Applicant can re-submit the nomination upon addressing the noted deficiencies.

For additional information contact the City of West Hollywood's Human Services Department at 323-848-6308 or email at heritagetree@weho.org or visit the Heritage Tree webpage at www.weho.org/heritagetree.