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**TREE PLANTING/LANDSCAPING WITHIN COUNTY RIGHT-OF-WAY  
(RESIDENTIAL ONLY)  
PROCEDURES**

**STEP A) APPLY FOR ENCROACHMENT PERMIT, FEE APPLIED.**

Required documents:

- 1) Encroachment Permit Application (Fee/application per address) (County to provide application).
- 2) Tree planting/landscaping plan (Applicant to provide).

**STEP B) COMPLETE MAINTENANCE AGREEMENT FOR TREE PLANTING/LANDSCAPING IN THE PUBLIC RIGHT-OF-WAY, FEE APPLIED.**

Required documents:

- 1) Maintenance Agreement (\$50 processing fee, County to provide)  
Applicant to complete and return the Maintenance Agreement with notarized signature(s).
- 2) Exhibit A (Applicant to provide).

**(DOCUMENTS IDENTIFIED IN STEPS 1 & 2 TO BE SUBMITTED TOGETHER)**

**STEP C) IF APPROVED, COUNTY WILL ISSUE ENCROACHMENT PERMIT AND RECORD MAINTENANCE AGREEMENT.**

Recording Fees must be submitted and check made payable to:  
**San Mateo County Recorder.**

Example of Recording fees:

Recording page	\$14
Agreement & Exhibit	\$3/page
Notary Acknowledgement	\$3/page
Fraud Fee	\$3
Electronic Copy Fee	\$10

