



Parks Recreation & Waterfront  
Parks Division – Forestry Unit

# Instructions for Filling Out and Returning the Tree Planting Application

1. Open .pdf file as provided by the city, or on the city website. If using Acrobat Reader, be sure that the 'Highlight Existing Fields' button in the upper right corner is activated. This will allow you to enter your information in the form.
2. Fill out the form.
3. Save the file.
  - a. In the '*File*' menu, choose '*Save as*'. It is common to '*Save as*' to your desktop for easy retrieval. This selection is made in the left side-bar window.
  - b. In the lower part of the window you will select the '*File name*'. Change the current file name to '*Coast Live Oak Permit + the tree address*'.  
*Ex. Tree Planting Application 1326 Allston Way*
  - c. Choose '*Save*' and the completed form will now be on your desktop, or in any other location you chose to save it to.
4. Return the completed .pdf file to [trees@cityofberkeley.info](mailto:trees@cityofberkeley.info) or to whomever you were corresponding with.
  - a. Return the permit as an email attachment. You can retrieve it from your desktop or anywhere else that you saved it.
  - b. **Be sure that you are attaching the completed form, and not a blank copy of the original.**
5. When 'Self-Planting' a tree on the public right-of-way, notify us when the job has been completed, including the date the work was done. This is a standard condition of approval for a Tree Planting Application and allows us to properly track, update, and close these cases.