

**ATTACHMENT 2**  
**Letter to Property Owners of Modesto Ash Trees to be Removed**

**[Insert Date]**

**[Property owner name]**

**[Address]**

**[City, State, Zip]**

Subject: Upcoming removal of the Modesto Ash street tree at **[insert address of tree]**

The Modesto Ash street tree located at your property was recently inspected by Plan-It Geo, LLC (Plan-It) at the direction of City of Santa Clara's Department of Public Works (DPW). Plan-It utilized protocols developed by the International Society of Arboriculture (ISA) to inspect, evaluate, and assign risk ratings to help DPW prioritize the care of the Modesto Ash street trees in the city's urban forest.

A determination to remove the Modesto Ash street tree in front of your house. The basis of this determination is **[insert primary reason(s) for tree removal]**.

The tree removal will be performed by Bay Area Tree Specialists and although not scheduled yet, will occur sometime within the next 4 months. The tree will be posted for removal and no parking one-week in advance of the removal by the contractor.

The City will contact you following the removal of the tree to make arrangements to plant a new tree at your property. Please contact DPW at [Street@santaclearaca.gov](mailto:Street@santaclearaca.gov) or (408) 615-3080 if you have any questions about the upcoming removal of your tree.

Dave Staub  
Deputy Director of Public Works