



The City of Burlingame

PUBLIC WORKS DEPARTMENT
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(650) 558-7670

October 27, 2015

{Property Owner}
{Address}
Burlingame}

Re: Notice to Property Owner/Tenant – Living with your Creek

Dear Property Owner/Tenant,

You are receiving this letter because you may not be aware that the majority of creeks west of El Camino Real are located within private properties and are the property owner's responsibility to maintain. With the upcoming winter and anticipated powerful El Nino, the City would like to remind property owners that live adjacent to a creek to be mindful of the condition of them. The creeks are an important part of the City's drainage system and natural habitat for vegetation and wildlife. Ownership of a property that is adjacent to a creek comes with responsibility for the owner.

When the creek is not properly maintained, the resulting obstructions can lead to increased flooding, changes in the course of the creek, and increased erosion on the obstructed property or downstream property. It is imperative that any work be conducted in such a manner that will not adversely affect the natural habitat that share the creek with us.

The Public Works Department recommends the following guidelines when maintaining the creek on your property, and to protect your property and that of your neighbors:

1. Remove all debris and foreign objects. These may include items such as fallen trees, tree limbs, bottles and cans, broken concrete, fallen fences, shopping carts, appliances, or any man-made object. This is the property owner's responsibility even if the object washed down from upstream. It is recommended that all stored material in your backyard be placed a minimum of 10 feet away from the top of bank to avoid materials washing into the creek during heavy storms.
2. Remove vegetation except low ground cover from the creek banks including shrubs, tules, pampas grass, cattails, and bamboo. Do not clear-cut the creek slopes. Leave all

root systems in place. Remove hanging vines that may create an obstruction to the natural flow of water in the creek. If you have berry vines, trim back to the bank.

3. Remove any tree limbs which have fallen or hang within two feet of the top of the bank. If there are trees growing in clusters, trees with multiple trunks, or trees within the stream channel that may cause obstruction to the flow of water, do not remove them until you contact the California Department of Fish and Wildlife for direction. For additional information contact Public Works or Parks and Recreation at (650) 558-7330.
4. If you have existing slope stabilization measures such as rip-rap (rock or concrete), a retaining wall, or fabric mesh covering, keep these measures in good condition. If these measures require any repair or if you want to install a measure to stabilize your slope, you must first contact the City to get a grading permit.
5. If any work is done to alter the creek such as widening, filling, or dredging, then permits from the City, the Department of Fish and Wildlife, the State Regional Water Quality Control Board, and the US Army Corps of Engineers will be required.

The diagrams on the next page illustrate the above guidelines.

For additional information, please call the Engineering Department at 650-558-7200, to inquire about your specific project before beginning any work in or near a creek.

For permit information contact:

California Department of Fish and Wildlife – (707) 944-5520
San Francisco Regional Water Quality Control Board – (510) 622-2300
Army Corps of Engineers – (415) 503-6795

If your project requires multiple permits from Regional, State, and Federal, you may complete a Joint Aquatic Resources Permit Application (JARPA). This single application allows you to apply to multiple permitting agencies with one form. See <http://www.sfestuary.org/about-the-estuary/documents-reports/> and click on the JARPA tab.

Thank you for your cooperation and continued efforts in protecting our natural creeks vegetation and wildlife for you and your neighbors to enjoy.

Should you have any questions regarding this letter, please contact Public Works Department at (650) 558-7230.

Martin Quan, P.E.
Senior Civil Engineer
Burlingame Public Works Department

