



Urban Forestry Review Determination Checklist for Building Permits

PUBLIC WORKS

Urban Forestry Section

pwps@cityofpaloalto.org – Information & Inspection: 650.496.5953

Instructions: Complete one of the two checklists below as they apply to **building permit applications only**. If you answer “Yes” to any of the following questions, your project will be routed to Urban Forestry for review. Plumbing, Electrical or Mechanical sub-permits and stand-alone re-roofing or Window Replacement permits are exempt from completing this form.

A. **PROJECT REQUIRED PLANNING ENTITLEMENT** (e.g. Architectural Review, Individual Review, Design Enhancement Exception, Historic Review, Home Improvement Exception, Individual Review, Planned Community Zone Change, Site Design, Subdivision, Transfer of Development Rights, Variance, Zone Change).

	Yes	No
Did Urban Forestry review and apply conditions of approval to the Planning Entitlement application?	<input type="checkbox"/>	<input type="checkbox"/>
Do the plans include work such as utility installation, trenching or hardscape within 10’ of a Street Tree ¹ ?	<input type="checkbox"/>	<input type="checkbox"/>
Do the plans indicate removal, planting or relocation of a Protected Tree ² ?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Tree Disclosure Statement or plans indicate construction activity or grading within the Tree Protection Zone ³ of a Protected Tree?	<input type="checkbox"/>	<input type="checkbox"/>
Was an Arborist Report, Tree Protection Report or Tree Preservation Plan required for this project?	<input type="checkbox"/>	<input type="checkbox"/>

B. **PROJECT DID NOT REQUIRE PLANNING ENTITLEMENT** (e.g., Your project is a new single story residence or addition, new accessory building or addition, new pool/spa, structure in RE zoning district, or involves trenching).

	Yes	No
Do the plans include work such as utility installation, trenching or hardscape within 10’ of a Street Tree ¹ ?	<input type="checkbox"/>	<input type="checkbox"/>
Do the plans indicate removal, planting or relocation of a Protected Tree ² ?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Tree Disclosure Statement or plans indicate construction activity or grading within the Tree Protection Zone ³ of a Protected Tree?	<input type="checkbox"/>	<input type="checkbox"/>
Was an Arborist Report, Tree Protection Report or Tree Preservation Plan required for this project?	<input type="checkbox"/>	<input type="checkbox"/>

For Office Use Only

- Urban Forestry review required. **Plans routed to Urban Forestry.**
- Urban Forestry review not required.

I, the undersigned building permit applicant, certify that the above information is true and correct.

Signature of Representative

Print Name

Date

Project Address

Planning Record Number

¹ All trees growing within the street right-of-way (publicly-owned), outside of private property.

² A tree that falls within the category of a Protected Tree includes Street Trees, Designated Landscape Plan Trees, Heritage Trees, Protected Native Species Trees and all trees over 15" in diameter at 54-inches above natural grade that are located within private or public property and which must be maintained in accordance with the standards and regulations contained in the Tree and Landscape Technical Manual.

³ The area within X distance from the trunk of a tree, measured from the perimeter of the trunk of the tree at 54-inches above natural grade, where X equals a distance ten times the diameter of the trunk at 54-inches above natural grade.