

City of Palo Alto Tree Protection - It's Part of the Plan!

Make sure your crews and subs do the job right!

Fenced enclosures around trees are essential to protect them by keeping the foliage canopy and branching structure clear from contact by equipment, materials, and activities, preserving roots and soil conditions in an intact and non-compacted state, and identifying the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted, unless otherwise approved. **An approved tree preservation report must be added to this sheet when project activity occurs within the TPZ of a protected tree.**

For detailed information on Palo Alto's protected trees and tree protection during development, review the **City's Tree and Landscape Technical Manual (TLTM)** found at www.cityofpaloalto.org/trees *

TREE DISCLOSURE STATEMENT

CITY OF PALO ALTO
Urban Forestry Section
Development Review
trees@cityofpaloalto.org 650-496-5953

THIS FORM MUST BE COMPLETED BY A CERTIFIED ARBORIST

Palo Alto Municipal Code, Chapter 8.10.040, requires disclosure and protection of certain trees located on private and public property, and that they be shown on approved site plans. A completed tree disclosure statement must accompany all applications for development that include exterior work, all demolition or grading permit applications, or other development activity that may impact protected trees.

PROPERTY ADDRESS: _____

- Are there any trees over 4" in trunk diameter being proposed for removal? YES NO
- Are there Protected trees on the property or on adjacent property within 30 feet of the proposed building footprint/area of work? YES (continue form) NO (proceed to question 6)
- Where are the trees located? Check all that apply. (Plans submitted must show all trees over 4" in diameter)
 - On the property or in the adjacent public right-of-way** and within 30 feet of the proposed building footprint or
 - On adjacent property within 30 feet of proposed building footprint/area of work or
 - Close enough that its canopy overhangs the project site

**Street trees on the property or within 30ft of proposed work require special protection by a fenced enclosure per the instructions on the T-1 sheet. Prior to beginning any work you must schedule a Street Tree Protection Verification inspection by calling Public Works Operations at 650-496-5953 for an inspection of any required Type I, II or III fencing (see attached detail #605). NOTE: ADU only projects (including Table 1/589) are not exempt.

- Are there any Protected Native Species Trees, Protected Mature Trees, Heritage Trees, or Designated Trees? YES (Check below) NO
 - Protected Native Species Trees - *Acer macrophyllum*, *Calocedrus decurrens*, *Quercus agrifolia*, *Quercus douglasii*, *Quercus kelloggii*, or *Quercus lobata* 11.5" DBH or more or *Sequoia sempervirens* 18" DBH or more
 - Protected Mature Trees - Any tree equal to or greater than 15" DBH (excluding invasive species and high water users)
 - Designated Trees - Mitigation trees or commercial and non-residential property trees, which are part of a previously approved landscape plan
 - Heritage Trees - Specific individual trees designated by Council. See the [Heritage Tree List](#)
- Is there activity or grading within the TPZ of these trees? TPZ = radius of 10 times the diameter. YES NO

If Yes, a **Tree Preservation Report** must be prepared by an ISA certified arborist and submitted for staff review (see TLTM Section 5.3.3). Attach this report to Sheet T-2; "Tree Protection, It's Part of the Plan!", per Site Plan Requirements.*
- Are the Site Plan Requirements completed? (See below) YES NO

*For ADU Only Projects: this form may be filled out by the applicant instead of by a certified arborist. A "Yes" answer to question 5 for Table 1 projects or garage conversions will not require a Tree Preservation Report. Table 1/589 projects are not exempt from tree disclosure.

For All Projects: the following is required: Plans (drawn by architect, contractor or arborist) must show the tree species, measured trunk DBH, and Drip-line of each tree 4" DBH or larger. ADU only projects may indicate species and tree sizes as estimated/approximate.

For Projects with Trees Requiring Tree Protection: the following is required: 1) Plans (drawn by architect, contractor or arborist) must show the measured trunk DBH and TPZ of each Protected Tree. 2) Plans must denote, as a bold dashed line, a fenced enclosure containing the TPZ per Sheet T-1 and Detail #605 (See also TLTM, Section 3.3 for additional information).

For Projects with Activity or Grading Within the TPZ of a Protected Tree: A Tree Preservation Report is required and must be included in the T-1 set.

I, the undersigned, agree to the conditions of this disclosure. I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement constitutes a violation of the Palo Alto Municipal Code Section 8.10.040, which can lead to criminal and/or civil legal action. (Note: Applicants signing for ADU only projects will not be penalized for incorrect reporting of tree size or identification of tree species.)

Signature: _____ Print: _____ ISA#: _____ Date: _____

1 Protected Trees - Includes any trees belonging to the following categories: a) **Public Trees (Street Trees)** - Trees growing in the city right of way or on public property; b) **Protected Native Species Trees** - Bigleaf Maples, Incense Cedars, Coast Live Oaks, Blue Oaks, CA Black Oaks or Valley Oaks which are 11.5" in diameter or larger and Coast Redwoods which are 18" in diameter or larger, when measured 54" above natural grade; c) **Protected Mature Trees** - All other species of trees with DBH of 15" or larger when measured 54" above natural grade (excluding invasive species and high water users); d) **Heritage Trees** - Individual trees designated by City Council (See [Heritage Tree List](#)); and e) **Designated Trees** - mitigation trees or commercial and non-residential property trees, which are/were part of an approved landscape plan.

2 Palo Alto Tree and Landscape Technical Manual (TLTM) contains instructions for all requirements on this form. It is available on our website at: <https://www.cityofpaloalto.org/treedocument>

Revised 2/14/2024

Tree Protection During Construction

Approved by: P. GOLLINGER
PE No. ISA-WE: 7320BM
Date 02/14/2024
Dwg No. 605

For written specifications associated with illustrations below, see Public Works Specifications Section 31. Detailed specifications are found in the Palo Alto Tree & Landscape Technical Manual (TTM) (www.cityofpaloalto.org/trees)

Tree Protection Zone (TPZ) shown in gray (radius of TPZ equals 10-times the diameter of the tree or 10-feet, whichever is greater).

- Restricted activity area - see Tree & Landscape Technical Manual Sec 3.3.52(A)
- Restricted trenching area - see Tree & Landscape Technical Manual Sec 3.3.52(D-F), any proposed trench or form work within TPZ of a protected tree requires approval from Public Works Operations. Call 650-496-5953.

Type I Tree Protection: Layout configuration applies to all Protected Trees, matching the site diagram with the tree preservation report (TPR) distances written for this project. Fencing should be shown on plans as it will be installed. A curved fence for a TPZ is generally not practical.

Inspection pass/fail is dependent on correct layout and mounted sign placard.

Place two (2) 8.5"x11" covered warning signs at each tree.

Type II Tree Protection: Layout configuration applies to all parkway strip or public trees near sidewalk.

Type III Tree Protection: Layout for trunk protection applies to all Protected Trees when exclusively authorized for sidewalk cut-out. To be used only with approval from Public Works Operations.

Required protection shall be executed before demolition, excavation or site work occurs.

Rev	By	Date
1	DD	08/10/06
2	JGH	06/02/16
3	RTN	05/22/17
4	PGG	02/14/24

Scale: NTS

Tree Detail Planter Strip

Approved by: 72158
PE No. 22158
Date 01/10/18
Dwg No. 603

CITY OF PALO ALTO
Urban Forestry Section
Development Review
trees@cityofpaloalto.org

Palo Alto Municipal Codes, Chapters 12.32.040, 16.14, and 18.40.130 requires compliance with the State Model Water Efficient Landscape Ordinance (MWELO). Disclosure of square footage of landscaped area for all projects will assist both the applicant and the city with compliance and reporting requirements. Refer to the city's [MWELO Submittal & Guidelines](#) document for further details.

PROPERTY ADDRESS: _____

- Is there any new or rehabilitated landscape area included in this project? YES (continue form) NO (form requirements complete)
 - *If the square footage of new landscaping is greater than 500 square feet the project will need to submit MWELO documentation.
- If new landscape is included, enter the square footage: New Landscape square footage* = _____
 - *If the square footage of rehabilitated landscaping is greater than 2500 square feet the project will need to submit MWELO documentation.
- If rehabilitated landscape is included, enter the square footage: Rehabilitated Landscape* = _____
 - *If the square footage of rehabilitated landscaping is greater than 2500 square feet the project will need to submit MWELO documentation.
- Enter the total combined square footage of all landscaping included in the project* = _____
 - *If the total square footage of all landscaping is greater than 2500 square feet the project will need to submit MWELO documentation.

I, the undersigned, agree that the above information is accurate and complete. I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement may delay project approval.

Signature: _____ Print: _____ Date: _____

Revised 09/26/2023

Trim stakes to height just above ties.

Flexible or plastic tree ties, fasten to stakes one above the other at 1/2 to 3/4 the height of the tree.

Place 3" of mulch in planter pit over soil backfill.

City sidewalk, refer to Drawing 604 & 604A for root channel details.

Install tree stakes a min. 12" into undisturbed soil.

Don't disturb soil under rootball.

Limits of excavation.

Backfill with a mixture of mixed original soil and approved loam topsoil around root ball and water at time of planting.

NOTES:

- Contact Underground Service Alert (USA) @ 811 or (800) 227-2600 at least five (5) days prior to beginning excavation work to locate existing utilities.
- Build soil berm min. 4" high and 2" from tree trunk planter strip. Provide loam topsoil needed to form berm and fill holes.
- Soil, concrete and other materials spilled on street, sidewalk, and planting area shall be cleaned up immediately by Contractor.
- PVC root barrier may be required on a site specific basis.
- Provide minimum rootball soil volume for tree size growth performance (in cubic feet): Large: 1,200 cu.ft. Medium: 800 cu.ft. Small: 400 cu.ft.

Rev	By	Date
1	Ron L	04/15/03
2	JT	08/14/06
3	HGN	03/19/07
4	RTN	06/11/17

Scale: NTS

URBAN FORESTRY STANDARD CONDITIONS

The following conditions and/or standard Municipal Code requirements are provided for supplemental guidance, recommendation and/or best practices. Any applicable items shall be addressed in any permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc.

TREE PROTECTION COMPLIANCE: The owner and contractor shall implement all protection and inspection schedule measures, design recommendations and construction scheduling as stated in the Tree Preservation Report and/or Sheet T-1 and is subject to code compliance action pursuant to PAMC 8.10.086. The required protective fencing shall remain in place until final landscaping and inspection of the project.

PLAN CHANGES: Revisions and/or changes to plans before or during construction shall be reviewed and responded to by the (a) project site arborist, or (b) landscape architect with written letter of acceptance before submitting the revision to the Development Services Department for review by Planning, Public Works or Urban Forestry.

TREE DAMAGE: Tree Damage, Injury Mitigation and Inspections apply to the Contractor. Reporting, injury mitigation measures and arborist inspection schedule apply pursuant to TLTM, Section 5.3. Contractor shall be responsible for the repair or replacement of any publicly owned or protected trees that are damaged during the course of construction, pursuant to Title 8 of the Palo Alto Municipal Code, and city Tree and Landscape Technical Manual, Section 3.3.5 - 4.

URBAN FORESTRY GENERAL: The following general tree preservation measures apply to all trees to be retained: No storage of material, topsoil, vehicles or equipment shall be permitted within the tree protection zone (TPZ). The ground under and around the tree canopy area shall not be altered. No waste material or construction byproducts allowed within the TPZ. Trees to be retained shall be irrigated, aerated and maintained as necessary to ensure survival.

EXCAVATION RESTRICTIONS APPLY - TLTM, Sec. 3.3.5 - 2e: Any approved grading, digging or trenching beneath a tree canopy shall be performed using 'air-spade' method as a preference, with manual hand shovel as a backup. For utility trenching, including sewer line, roots exposed with diameter of 1.5 inches and greater shall remain intact and not be damaged. If directional boring method is used to tunnel beneath roots, then CPA Standard Detail #604 shall be printed on the final plans to be implemented by Contractor. Any excavation within 10-feet of street trees must be approved in advance by the Urban Forestry Section at (650) 496-5953.

NO NET LOSS OF CANOPY: In order to comply with the city's no net loss of canopy policy (PAMC 8.10.055; Urban Forest Master Plan Goals 6.A, 6.B, & 6.C; Comprehensive Plan, Natural Environment Chapter Goal N-2) all trees 4" DBH and larger are subject to replacement to avoid a loss of canopy at the neighborhood level. Replacement ratios are determined by table 4.2 in the Tree and Landscape Technical Manual, Section 4.3. New landscape tree plantings (24" box or larger) count towards the replacement total. Screening trees may also count toward the total depending on size and species selected. If unable to plant the required number of trees on site (our preferred solution) there is the option of paying in-lieu fees. For each 24" box tree into the forestry fund. [Note: Replacement at 1:1 ratio for trees listed as exempt species under PAMC 8.10.020 is recommended but not required.]

PLAN SET REQUIREMENTS: The final Plans submitted for a building permit shall include the location, DBH, and drip-line of all trees 4" DBH or greater as well as the following information and notes on relevant plan sheets:

- SHEET T-1, The building permit plan set will include the City's full-sized, Sheet T-1 (Tree Protection-It's Part of the Plan), available on the Development Center website. A certified arborist shall complete and sign the Tree Disclosure Statement.
- TREE PRESERVATION REPORT (TPR), if indicated by Tree Disclosure Statement. All sheets of the Applicant's TPR approved by the City for full implementation by Contractor, shall be printed on numbered Sheet T-1 (T-2, T-3, etc.) and added to the sheet index.
- TREE PROTECTION FENCING. The Plan Set (esp. site, demolition, grading & drainage, foundation, irrigation, tree disposition, utility sheets, etc.) must delineate/show the correct configuration of Type I, Type II or Type III fencing around each Protected Tree, using a bold dashed line enclosing the Tree Protection Zone (CPA Standard Detail #605).

NOTE: Refer to Tree & Landscape Technical Manual, Section 3.3.5.2 e-f for additional information.

Tree trunk diameter	Distance of bore from each side of tree trunk "A"	Distance of open trench from tree-trunk "B"	Depth of bore or trench "C"
	in	ft	ft
2	2	3	3.00
3	3	6	3.25
6	5	10	3.33
12	6	12	3.67
18	7	14	4.00
24	8	16	4.33
30	9	18	4.67
36	10	20	4.83
42	12	22	5.00

Rev	By	Date
1	MMN	3/15/05
2	JT	08/14/06
3	RTN	06/11/17
4	PGG	11/23/22

Scale: NTS

PROJECT SPECIFIC REQUIREMENTS

TO BE FILLED OUT BY APPLICANT AT DIRECTION OF UF STAFF

The following conditions, inspection schedules or reporting requirements will be required when checked by city staff during Urban Forestry Review of development applications.

PSR1 - TREE PROTECTION VERIFICATION INSPECTION REQUIRED: Prior to any site work, contractor must call Uriel Hernandez at 650-690-0258 to schedule an inspection of any required protective fencing. The fencing shall contain required warning sign and remain in place until completion of urban forestry final inspection.

PSR2 - MWELO INSPECTION REQUIRED: Prior to building final, applicant must contact Urban Forestry at trees@cityofpaloalto.org for landscape final (MWELO) inspection. Call once irrigation and landscaping are installed to plan, and irrigation controller is scheduled. See MWELO guidelines for details on any required third party water audits.

PSR3 - TREE PERMIT REQUIRED: Plans indicate that protected trees will be removed as part of this project. Please contact Urban Forestry at trees@cityofpaloalto.org to obtain a Protected Tree Removal Permit to ensure that the project complies with PAMC 8.10.050.

PSR4 - PROJECT ARBORIST: The property owner shall hire a certified arborist to ensure the project conforms to all Planning and Urban Forestry conditions related to landscaping/trees.

PSR5 - PROJECT ARBORIST CERTIFICATION LETTER: When required, a letter certifying that the project arborist has reviewed the building permit plan set with regards to trees as well as the Urban Forestry Conditions of Approval, and that all requirements have been met. The letter also confirms that any required site monitoring inspections and reporting have been arranged with the contractor or owner. Project Arborist Certification Letters should be included as supporting documents when submitting an application for a building permit that required prior approval through Planning (See Project Arborist Certification Letter, TLTM Section 5.3.5).

PSR6 - MONTHLY ARBORIST INSPECTIONS: The project arborist shall perform monthly inspections to monitor changing conditions and tree health. The Urban Forester shall be in receipt of an inspection summary during the first week of each calendar month or, immediately if there are any changes to the approved plans or protection measures (see Monthly Inspection Report, TLTM Section 5.3.6).

PSR7 - SPECIAL ACTIVITY WITHIN THE TREE PROTECTION ZONE: Work in this area (TPZ) of a protected tree requires the direct on-site supervision by the project arborist (see Trenching, Excavation and Equipment, TLTM Section 3.3.5-2e).

PSR8 - SPECIAL ACTIVITY WITHIN STREET TREE TPZ: Work in the Tree Protection Zone of a city tree requires an inspection by a city staff arborist before cutting of any roots greater than 2 inches in diameter. It is highly recommended that the project arborist provides the direct on-site supervision (see Trenching, Excavation and Equipment, TLTM Section 3.3.5-2e).

---WARNING---

Tree Protection Zone

This fencing shall not be removed without City Arborist approval (650-496-5953)

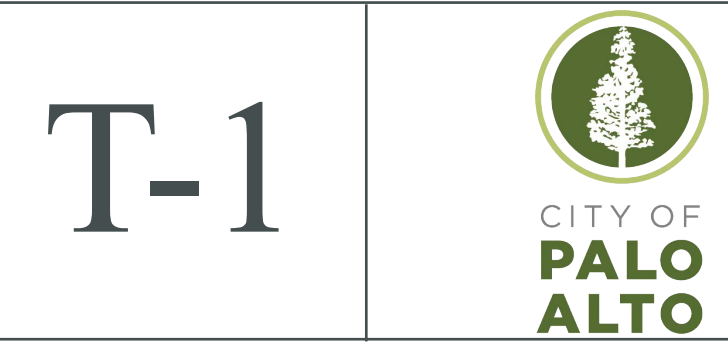
Removal without permission is subject to a \$500 fine per day*

*Palo Alto Municipal Code Section 8.10.110

Apply Tree Preservation Report on sheet(s) T-2 when required

Use additional "T" sheets as needed

Project Data



All other tree-related reports shall be added to the space provided on this sheet, adding sheets as needed. Include this sheet(s) on Project Sheet Index or Legend Page. A copy of the T-1 Sheet can be downloaded at <http://www.cityofpaloalto.org/trees>
* Please note: Until the new TLTM is published the city's updated Tree Protection Ordinance takes precedence over TTM if conflict exists.



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Apply Tree Preservation Report on sheet(s) T-2
Use additional "T" sheets as needed

Project
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