



## City of Palo Alto

Public Works Engineering  
Phone: 650/329-2151 FAX: 650/329-2299  
www.CityofPaloAlto.org

# Street Tree Removal and Installation Procedure

*The following procedures are for the approved removal and/or installation of street trees in the public right-of-way:*

1. Any work associated with City street trees requires an approved and issued *Permit for Construction in the Public Street* from the Public Works Department, Engineering Division staff at the Development Center\*.
2. The above permit is subject to the conditions of an approved and issued *Permit for Street Tree Work in the Public Right-of-Way* from the Public Works Department, Operations Division, Tree Section staff\*\*.
3. The Permittee is responsible for the full cost of the removal and/or installation of the street tree(s) with an approved tree species. This includes the stump grinding of any existing tree.
4. If applicable, the Permittee shall insure that all stump wood is removed from any previous tree to the depth necessary to expose enough soil beneath the stump to provide adequate drainage. Large surface roots three feet from the outside circumference of the stump shall also be removed.
5. The above tree shall be a 24" box tree (or other size if approved by the CPA Public Works Arborist) of an acceptable species and in good health as determined by the CPA Public Works Arborist\*\*.
6. The tree(s) shall be installed in a location(s) as shown on approved plans or field-located by the CPA Arborist\*\*. The final location is subject to approval of the CPA Public Works Arborist.
7. The Permittee shall protect any open excavation by suitable plates or lumber together with signs, lights and other warning devices sufficient to maintain safe pedestrian, bicycle and vehicular traffic.

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### Inspection Procedure:

Inspection of the street tree removal and installation is comprised of four inspection events. Contact the CPA Public Works Arborist\*\* at least one working day in advance to schedule inspections.

**Inspection #1:** The Permittee shall schedule an inspection with the CPA Public Works Arborist\*\* to provide a field determination for the location of the tree.

**Inspection #2:** The Permittee shall schedule an inspection with the CPA Public Works Arborist\*\* to provide a inspection at the completion of the excavation for the tree well. The material for the backfill, aeration piping and other associated materials must be at the site for inspection. Also, any tree proposed to be installed must also be on site at the time of this inspection. No removal or installation of a tree may commence before the inspection and acceptance of the tree and materials associated with the installation of the tree has occurred by the CPA Public Works Arborist\*\*.

**Inspection #3:** The Permittee shall schedule an inspection with the CPA Public Works Arborist\*\* to inspect the removed and/or installed tree and associated

**Inspection #4:** The Permittee shall schedule an inspection with the CPA Public Works Inspector\* to provide the required final sign-off of the *Permit for Construction in the Public Street*.

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\*CPA Public Works Department, Engineering Division staff at the Development Center: (650) 329-2151

\*\*CPA Public Works Arborist--Dave Sandage: (650) 496-6905

*This publication is intended to be an informal means of informing the public about a City process. Although it is assumed the information provided is accurate, the sheet is not intended to create any sort of legal obligation on the City's part. The actual process is governed by City ordinances, regulations and procedures, and the reader should make specific inquiry to the City for specific cases.*