

# 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 protection report must be added to this sheet when project activity occurs within the TPZ of a regulated tree.**

For detailed information on Palo Alto's regulated trees and protection during development, review the **City Tree Technical Manual (TTM)** found at [www.cityofpaloalto.org/trees/](http://www.cityofpaloalto.org/trees/).

**TREE DISCLOSURE STATEMENT**

CITY OF PALO ALTO  
Planning Division, 250 Hamilton Avenue  
Palo Alto, CA 94301  
(650) 329-2441  
<http://www.cityofpaloalto.org>

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 disclosure statement must accompany all building permit applications that include exterior work, all demolition or grading permit applications, or other development activity.

PROPERTY ADDRESS: \_\_\_\_\_

Are there Regulated trees on or adjacent to the property? YES NO (If no, proceed to Section 4)

[Sections 1-4 MUST be completed by the applicant. Please circle and/or check where applicable.]

1. Where are the trees? Check those that apply. (Plans must be submitted showing over 4" diameter trees)

On the property  
 On adjacent property overhanging the project site  
 In the City planter strip or right-of-way easement within 30' of property line (Street Trees)\*

\*Street trees require special protection by a fenced enclosure, per the attached instructions. Prior to receiving any permit, you must provide an authorized Street Tree Protection Verification form by calling Public Works Operations at 493-5953 for inspection of required type I, II or III fencing (see attached Detail #605).

2. Are there any Protected or Designated Trees? YES (Check where applicable) NO

Protected Tree (s)  
 Designated Tree (s)  
 On or overhanging the property

3. Is there activity or grading within the dripline? (radius 10 times the trunk diameter) of these trees? YES NO

If Yes, a Tree Preservation Report must be prepared by an ISA certified arborist and submitted for staff review (see TTM, Section 6.25). Attach this report to Sheet T-1, Tree Protection, as Part of the Plan, per Site Plan Requirements.

4. Are the Site Plan Requirements\*\* completed? YES NO

\*\*Protection of Regulated trees during development require the following: (1) Plans must show the measured trunk diameter and canopy dripline; (2) Plans must denote, as a bold dashed line, a fenced enclosure area to the dripline, per Sheet T-1 and Detail #605 - <http://www.cityofpaloalto.org/trees/forms.htm> (See also TTM, Section 2.15 for area to be fenced)

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.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
(Prop. Owner or Agent)

**FOR STAFF USE:**

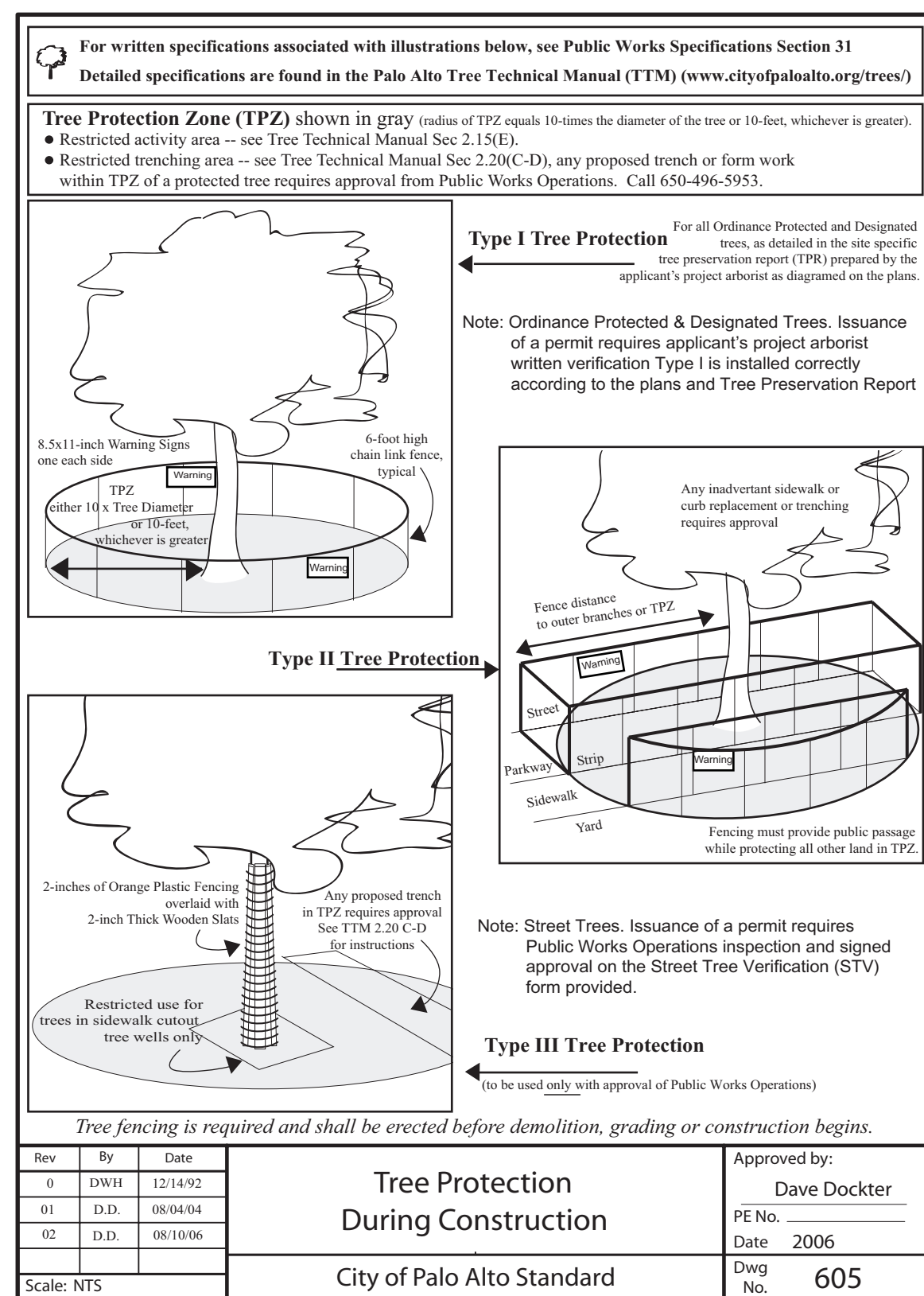
Protective Fencing  
Sections 5-6 must be completed by staff for the issuance of any development permit (demolition, grading or building permit).

5. Protected Trees. The specified tree fencing is in place. A written statement is attached verifying that protective fencing is correctly in place around protected and/or designated trees. YES NO  
(N/A if there are no protected trees, check here )

6. Street Trees. A signed Public Works Street Tree Protection Verification form is attached. YES NO  
(N/A if there are no street trees, check here )

Regulated Trees - a) Street trees - trees on public property; b) Protected trees - Coast Live Oaks or Valley Oaks which are 11.5" in diameter or larger, Coast Redwoods which are 18" in diameter or larger, when measured 54" above natural grade; and Heritage trees as trees designated by City Council; and c) Designated Trees - commercial or non-residential property trees, which are part of an approved landscape plan.  
Palo Alto Tree Technical Manual (TTM) contains instructions for all requirements on this form, available at <http://www.cityofpaloalto.org/planning-community/tree-technical-manual.html>

S:Plan/Pladv/Arbors/Tree Protection Info/Tree Disclosure Statement Revised 08/06



**Table 2-2 Palo Alto Tree Technical Manual**

**CONTRACTOR & ARBORIST INSPECTION SCHEDULE**

Reference: the Palo Alto Tree Technical Manual is available at [www.cityofpaloalto.org/environment/](http://www.cityofpaloalto.org/environment/)

ALL CHECKED ITEMS APPLY TO THIS PROJECT:

1.  **Inspection of Protective Tree Fencing.** For Public Trees, the Street Tree Verification Form shall be signed by the City Arborist. For Protected Trees, the project site arborist shall provide an initial Monthly Tree Activity Report form with a photograph verifying that he has conducted a field inspection of the trees and that the correct type of protective fencing is in place around the designated tree protection zone (TPZ) prior to issuance of a demolition, grading, or building permit. (See TTM, Verification of Tree Protection, Section 1.39).

2.  **Pre-Construction Meeting.** Prior to commencement of construction, the applicant or contractor shall conduct a pre-construction meeting to discuss tree protection with the job site superintendent, grading operators, project site arborist, City Arborist, and, if a city maintained irrigation system is involved, the Parks Manager (Contact 650-496-6962).

3.  **Inspection of Rough Grading or Trenching.** Contractor shall ensure the project site arborist performs an inspection during the course of rough grading or trenching adjacent to or within the TPZ to ensure trees will not be injured by compaction, cut or fill, drainage and trenching, and if required, inspect aeration systems, tree wells, drains and special paving. The contractor shall provide the project arborist at least 24 hours advance notice of such activity.

4.  **Monthly Tree Activity Report Inspections.** The project site arborist shall perform a minimum monthly activity inspection to monitor and advise on conditions, tree health and retention or, immediately if there are any revisions to the approved plans or protection measures. The Tree Technical Manual Monthly Tree Activity Report format shall be used and sent to the Planning Dept. landscape review staff no later than 14 days after issuance of building permit date. Fax to (650) 329-2154. (See TTM, Monthly Tree Activity Inspection Report, Addendum 11 & Section 1.17).

5.  **Special activity within the Tree Protection Zone.** Work in the TPZ area (see also #7 below) requires the direct onsite supervision of the project arborist (see TTM, Trenching, Excavation & Equipment, Section 2.20 C).

6.  **Landscape Architect Inspection.** For discretionary development projects, prior to temporary or final occupancy the applicant or contractor shall arrange for the Landscape Architect to perform an on site inspection of all plant stock, quality of the materials and planting (see TTM, Planting Quality, Section 5.20.1 A) and that the irrigation is functioning consistent with the approved construction plans. The Planning Dept. landscape review staff shall be in receipt of written verification of Landscape Architect approval prior to scheduling the final inspection, unless otherwise approved.

7.  **List Other** (please describe as called out in the site Tree Preservation Report, Sheet T-1, T-2, etc.)

\* \_\_\_\_\_  
\* \_\_\_\_\_

City of Palo Alto Tree Technical Manual ADDENDUM 11

Arborist Firm Data Here

RCA/ISA Certified Arborist #WE-000  
Contract # \_\_\_\_\_

**Monthly Tree Activity Report- Construction Site**

Inspection Date:	Site address:	Contractor- Main Site Contact Information	#1: Job site superintendent
Inspection # _____	Palo Alto, CA	Also present: _____	Company: _____ Email: _____ Job site Office: _____ Cell: _____ Mail: _____
Distribution:	1. City of Palo Alto 2. Others _____	Attn: Dave Dockter	Dave.dockter@cityofpaloalto.org 650-329-2440

Provide the requested minimum information with each report, customize as necessary. To be completed by project site arborist. Send monthly to city arborist at above address until project completion. Use additional sheets as needed.

1. Assignment Activity (Demolition/grading/sewer/trenching/foundation list relevant visits)

- Pre-construction meeting requirement with sub-contractors
- Inspect to verify that tree protection measures are in place
- Determine if field adjustments, watering or plan revisions may be needed

2. Field Observations (general site-wide and list by individual tree number)

- Tree Protection Fences (TPF) are ...
- Trenching has/will occur ...

3. Action Items (list site-wide, by tree number and date to be satisfied) and Date Due

- Tree zone buffer material (wood chips) can be installed next
- Root zone buffer material (wood chips) can be installed next
- Schedule sewer trench, foundation dig with ...

4. Photographs (use often)

5. Tree Location Map (mandatory 8.5 x 11 sheet)

6. Recommendations, notes or monitor items for project/staff/schedule

7. Past visits (list carry-over items satisfied/still outstanding)

Respectfully submitted,

Project site arborist  
Consultant contact information (include email, cell#, and mailing)  
Cc: \_\_\_\_\_

Enter Date CPA Monthly Tree Activity Report: Type site address here Page #1 of 1

City of Palo Alto  
250 Hamilton Avenue, Palo Alto, CA 94301

Search: \_\_\_\_\_ Advanced \_\_\_\_\_ Browse By Topic \_\_\_\_\_

Home > Planning & Community Environment

**Tree Technical Manual**

To purchase the Tree Technical Manual

June, 2001 First Edition

View by section:

- Table of Contents (PDF, 67KB)
- Intent and Purpose (PDF, 1.05MB)
- Introduction - Use of Manual (PDF, 1.05MB)
- Section 1.0 - Definitions (PDF, 96KB)
- Section 2.0 - Protection of Trees During Construction (PDF, 259KB)
- Section 3.0 - Removal, Replacement & Planting of Trees (PDF, 117KB)
- Section 4.0 - Hazardous Trees (PDF, 105KB)
- Section 5.0 - Tree Maintenance Guidelines (PDF, 110KB)
- Section 6.0 - Tree Reports (PDF, 84KB)

View ALL sections:

- Tree Technical Manual - Full (PDF, 1.84MB)

**APPENDICES**

A: Palo Alto Municipal Code Chapter 8.10 - Tree Preservation & Management Regulations  
B: Tree City - USA  
C: ISA Hazard Evaluation Form  
D: List of Inherent Failure Patterns for Selected Species (Reference source)  
E: ISA Tree Pruning Guidelines (PDF, 1.89MB)  
F: Tree Care Safety Standards, ANSI Z133.1-1994 (Reference source)  
G: Pruning Performance Standards, ANSI A300-1995 (Reference source)  
H: Tree Planting Details, Diagram 504 & 505  
I: Tree Disclosure Statement  
J: Palo Alto Standard Tree Protection Instructions

**APPENDIX J**

**PALO ALTO STREET TREE PROTECTION INSTRUCTIONS**

-SECTION 31-

31-1 General

a. Tree protection has three primary functions: 1) to keep the foliage canopy and branching structure clear from contact by equipment, materials and activities; 2) to preserve roots and soil conditions in an intact and non-compacted state and 3) to identify the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted, unless otherwise approved.

b. The Tree Protection Zone (TPZ) is a restricted area around the base of the tree with a radius of ten-times the diameter of the tree's trunk or ten feet, whichever is greater, enclosed by fencing.

31-2 Reference Documents

a. Detail #605 - Illustration of situations described below.

b. Tree Technical Manual (TTM) Forms (<http://www.cityofpaloalto.org/trees/>)

- Trenching Restriction Zones (TTM, Section 2.20(C))
- Arborist Reporting Protocol (TTM, Section 6.23)
- Site Plan Requirements (TTM, Section 6.2)
- Tree Disclosure Statement (TTM, Appendix J)

c. Street Tree Verification (STV) Form (<http://www.cityofpaloalto.org/trees/forms>)

31-3 Execution

a. **Type I Tree Protection:** The fence shall enclose the entire TPZ of the tree(s) to be protected throughout the life of the construction project. In some parking areas, if fencing is located on paving or concrete that will not be demolished, then the posts may be supported by an appropriate grade level concrete base, if approved by Public Works Operations.

b. **Type II Tree Protection:** For trees situated within a planting strip, only the planting strip and yard side of the TPZ shall be enclosed with the required chain link protective fencing in order to keep the sidewalk and street open for public use.

c. **Type III Tree Protection:** To be used only with approval of Public Works Operations. Trees situated in a tree well or sidewalk planter pit, shall be wrapped with 2-inches of orange plastic fencing from the ground to the first branch and overlaid with 2-inch thick wooden slats bound securely (slats shall not be allowed to dig into the bark). During installation of the plastic fencing, caution shall be used to avoid damaging any branches. Major limbs may also require plastic fencing as directed by the City Arborist.

d. **Size, type and area to be fenced.** All trees to be preserved shall be protected with six (6) foot high chain link fences. Fences are to be mounted on two-inch diameter galvanized iron posts, driven into the ground to a depth of at least 2-feet at no more than 10-foot spacing. Fencing shall extend to the outer branching, unless specifically approved on the STV Form.

e. **Warning signs.** A warning sign shall be weather proof and prominently displayed on each fence at 20-foot intervals. The sign shall be minimum 8.5-inches x 11-inches and clearly state in half inch tall letters: "WARNING - Tree Protection Zone - This fence shall not be removed and is subject to a fine according to PAMC Section 8.10.110."

f. **Duration.** Tree fencing shall be erected before demolition, grading or construction begins and remain in place until final inspection of the project, except for work specifically allowed in the TPZ. Work or soil disturbance in the TPZ requires approval by the project arborist or City Arborist (in the case of work around Street Trees). Excavations within the public right of way require a Street Work Permit from Public Works.

g. **During construction**

- All neighbors' trees that overhang the project site shall be protected from impact of any kind.
- The applicant shall be responsible for the repair or replacement plus penalty of any publicly owned trees that are damaged during the course of construction, pursuant to Section 8.04.070 of the Palo Alto Municipal Code.
- The following tree preservation measures apply to all trees to be retained:
  - No storage of material, topsoil, vehicles or equipment shall be permitted within the TPZ.
  - The ground under and around the tree canopy area shall not be altered.
  - Trees to be retained shall be irrigated, aerated and maintained as necessary to ensure survival.

END OF SECTION  
City of Palo Alto 2004 Standard Drawings and Specifications  
Street Tree Verification of Protection, PWE, Section 31  
Revised 08/06

City of Palo Alto  
Tree Department  
Public Works Operations  
PO Box 10250 Palo Alto, CA 94303  
650-496-5953 FAX: 650/852-9289  
[treeprotection@cityofpaloalto.org](mailto:treeprotection@cityofpaloalto.org)

**Verification of Street Tree Protection**

Applicant Instructions: Complete upper portion of this form. Mail or FAX this form along with signed Tree Disclosure Statement to Public Works Dept. Public Works Tree Staff will inspect and notify applicant.

APPLICATION DATE: \_\_\_\_\_

ADDRESS/LOCATION OF STREET TREES TO BE PROTECTED: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S TELEPHONE & FAX NUMBERS: \_\_\_\_\_

This section to be filled out by City Tree Staff

1. The Street Trees at the above address(es) are adequately protected. YES  NO   
The type of protection used is: \_\_\_\_\_ \* If NO, go to #2 below

Inspected by: \_\_\_\_\_  
Date of inspection: \_\_\_\_\_

2. The Street Trees at the above address are NOT adequately protected. The following modifications are required: \_\_\_\_\_

Indicate how the required modifications were communicated to the applicant: \_\_\_\_\_

Subsequent Inspection

Street trees at above address were found to be adequately protected: YES  NO   
\* If NO, indicate in "Notes" below the disposition of case.

Inspected by: \_\_\_\_\_  
Date of inspection: \_\_\_\_\_

Notes: List City street trees by species, size, condition and type of tree protection installed. Also note if pictures were taken. Use back of sheet if necessary.

Return approved sheet to Applicant for demolition or building permit issuance.

S:\PWD\Ops\Tree\DS\TreeProt.doc 5/17/06

**---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

City of Palo Alto Tree Protection Instructions are located at <http://www.city.palo-alto.ca.us/trees/technical-manual.html>

**SPECIAL INSPECTIONS**

PLANNING DEPARTMENT  
TREE PROTECTION INSPECTIONS MANDATORY

PAMC 8.10 PROTECTED TREES: CONTRACTOR SHALL ENSURE PROJECT SITE ARBORIST IS PERFORMING REQUIRED TREE INSPECTION AND SITE MONITORING. PROVIDE WRITTEN MONTHLY TREE ACTIVITY REPORTS TO THE PLANNING DEPARTMENT LANDSCAPE REVIEW STAFF BEGINNING 14 DAYS AFTER BUILDING PERMIT ISSUANCE.

BUILDING PERMIT DATE: \_\_\_\_\_

DATE OF #1 TREE ACTIVITY REPORT: \_\_\_\_\_

CITY STAFF: \_\_\_\_\_

REPORTING DETAILS OF THE MONTHLY TREE ACTIVITY REPORT SHALL CONFORM TO SHEET T-1 FORMAT. VERIFY THAT ALL TREE PROTECTION MEASURES ARE IMPLEMENTED AND WILL INCLUDE ALL CONTRACTOR ACTIVITY, SCHEDULED OR UNSCHEDULED, WITHIN A TREE PROTECTION ROOT ZONE. NON-COMPLIANCE IS SUBJECT TO VIOLATION OF PAMC 8.10.080. REFERENCE: PALO ALTO TREE TECHNICAL MANUAL, SECTION 2.00 AND ADDENDUM 11.

Apply Tree Protection Report on sheet(s) T-2

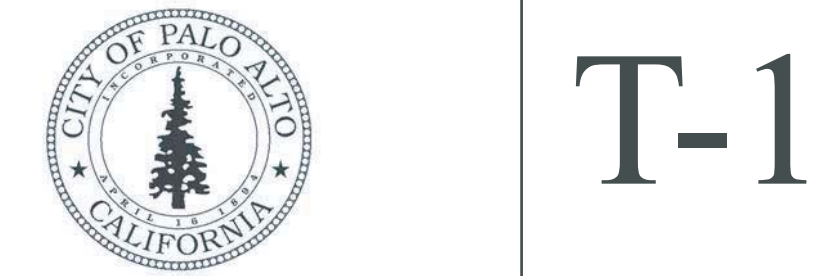
Use additional "T" sheets as needed

Project Data



All other tree-related reports shall be added to the space provided on this sheet (adding as needed) Include this sheet(s) on Project Sheet Index or Legend Page. A copy of T-1 can be downloaded at <http://www.cityofpaloalto.org/civica/filebank/blobload.asp?BlobID=6460>

Special Tree Protection Instruction Sheet  
City of Palo Alto



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

Make sure your crews and subs do the job right!

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

Project  
Data

T-2



All other tree-related reports shall be added to the space provided on this sheet (adding as needed)  
Include this sheet(s) on Project Sheet Index or Legend Page.  
A copy of T-1 can be downloaded at  
<http://www.cityofpaloalto.org/civica/filebank/blobdload.asp?BlobID=6460>

Special Tree Protection Instruction Sheet  
City of Palo Alto



T-2