


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
THIS FORM MUST BE COMPLETED BY A CERTIFIED ARBORIST
For ADU only & EVSE only projects, this form may be filled out by applicant.
For OTC permits, a City Staff Arborist may assist the applicant if needed.

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

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: _____

1. Are there any trees over 4" in trunk diameter being proposed for removal?

YES

NO

2. 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)

3. 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 1/5B9) are not exempt.

4. 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](#)

5. 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 5.03.3). Attach this report to Sheet T-2.; "Tree Protection, its Part of the Plan!", per Site Plan Requirements.*

6. Are the Site Plan Requirements completed? (See below)

YES

NO

*For ADU Only & EVSE 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 ADU projects, garage conversions, or EVSE projects will not require a Tree Preservation Report. Table 1/5B9 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, canopy dripline, and TPZ of each tree 4" DBH or larger. ADU only & EVSE projects may indicate tree species and tree diameter sizes are 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 2, Section 3.03 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 & EVSE projects will not be penalized for incorrect reporting of tree size or miss-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/treed ordinance>

Revised 03/31/2025

PROJECT SPECIFIC REQUIREMENTS

TO BE FILLED OUT BY APPLICANT AT DIRECTION OF URBAN FORESTRY 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 Urban Forestry at 650-496-5953 to schedule an inspection of any required protective fencing. The fencing shall contain required warning signs and remain in place until completion of urban forestry final inspection.

PSR2 - MWEL0 INSPECTION REQUIRED: Prior to building final, applicant must contact Urban Forestry at trees@cityofpaloalto.org for landscape final (MWEL0 Inspection). Schedule inspection once irrigation and landscaping are installed to plan, and irrigation controller schedule is programed. See MWEL0 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 the Urban Forestry review staff for the project or email 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 or contractor shall hire a designated arborist to ensure the project conforms to all Planning and Urban Forestry conditions related to landscaping/trees. The project arborist must be included in a mandatory pre-construction meeting and be present during any rough grading and trenching activities occurring within 10-feet of a TPZ and any approved activities inside the TPZ.

PSR5 - PROJECT ARBORIST CERTIFICATION FORM: When required, project arborists must submit an online form [<https://us.openforms.com/Form/2262bf1a-c26f-4c04-8daa-15dbd9c8e08e>] certifying that they have reviewed the building permit plan set with regards to trees as well as any 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 in advance with the contractor or owner. Project Arborist Certification Forms should be included as supporting documents when submitting an application for a building permit that required prior approval through Planning (See Project Arborist Certification Form, TLTM Section 5.03.5).

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. Reports should be submitted via the online form [<https://us.openforms.com/Form/ca5003f1-6836-4789-b534-b4dff1d457b1>] (see Tree Monitoring Reports, TLTM Section 5.03.6).

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 and Excavation, TLTM Section 3.03.6-B5,6).

PSR8 - SPECIAL ACTIVITY WITHIN STREET TREE TREE PROTECTION ZONE: Work in this area (TPZ) 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 and Excavation, TLTM Section 3.03.6-B5,6).

URBAN FORESTRY STANDARD CONDITIONS

The following conditions and/or standard Municipal Code requirements apply to all projects unless otherwise specified in project specific checklists or conditions of approval. 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.

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 are allowed within the TPZ. Trees to be retained shall be irrigated, aerated, and maintained as necessary to ensure survival.

TREE DAMAGE: Tree Damage, Injury Mitigation, and Inspections apply to the Contractor. Reporting, injury mitigation measures, and arborist inspection schedule may apply pursuant to TLTM, Section 5.03.6. 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 of Palo Alto Tree and Landscape Technical Manual, Section 3.02.

TPZ EXCAVATION RESTRICTIONS APPLY - TLTM, Sec. 3.03.6 - B5,6: Any approved grading, digging, potholing, or trenching within the TPZ of a protected tree shall be performed using 'air-spade' method as a preference, with manual hand shovel as a backup. (TPZ= 10x the tree diameter at 54" above grade) For utility trenching, including sewer line, roots exposed with a diameter of 2 inches and greater shall remain intact and not be damaged. If directional boring method is used to tunnel beneath roots, then CPA Standard Detail #504 shall be printed on the final plans and the buffer distances in TLTM Table 3-4, Trenching and Tunneling Distance, shall be implemented by Contractor. Contractor must notify the Urban Forestry Section at (650) 496-5953 in advance of conducting any approved excavation within 10-feet of any street trees (or for any protected tree on EVSE projects). Urban Forestry may choose to monitor or review the work for compliance with the City's Tree Protection Zone (TPZ) excavation standards.

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 T-1 Sheet Set and is subject to code compliance action pursuant to PAMC 8.10.080. The required protective fencing shall remain in place until the final landscaping or Urban Forestry inspection of the project is completed.

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 inches DBH and larger are subject to replacement to avoid a loss of canopy at the neighborhood level. Replacement ratios are determined by table 3-1 in the Tree and Landscape Technical Manual, Section 3.02. New landscape tree plantings (24 inch 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 per each 24 inch box tree into the forestry fund. [Note: A replacement at ratio of 1:1 for trees listed as exempt species under PAMC 8.10.020 is recommended. Exempt trees may require full replacement on parcels zoned other than R1, RE, R-2, or RMD]

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 Planning and Development Services Department for review by Planning, Public Works, or Urban Forestry.

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

a. T-1 SHEET SET, The building permit plan set will include the City's full-sized, T-1 Sheet Set (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.

b. 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 T-1 Sheets (T-3, T-4, etc.) and added to the sheet index.

c. 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).

T-1

All other tree-related reports shall be added to the space provided starting on sheet T3, adding sheets as needed. Include this sheet(s) on Project Sheet Index or Legend Page.
A copy of the T-1 Sheet Set 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.

Special Tree Protection Instruction Sheet Set
City of Palo Alto

T-1

Updated 03/31/2025

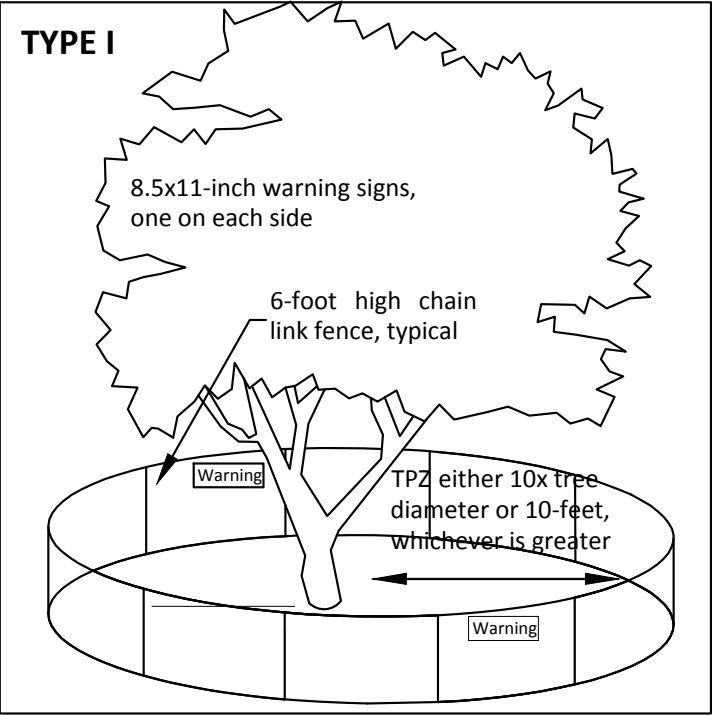
Project
Data

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

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 (TLTM) (www.cityofpaloalto.org/trees)

Tree Protection Zone (TPZ) shown by circle at grade (radius of TPZ equals 10-times the diameter of the tree or 10-feet, whichever is greater).

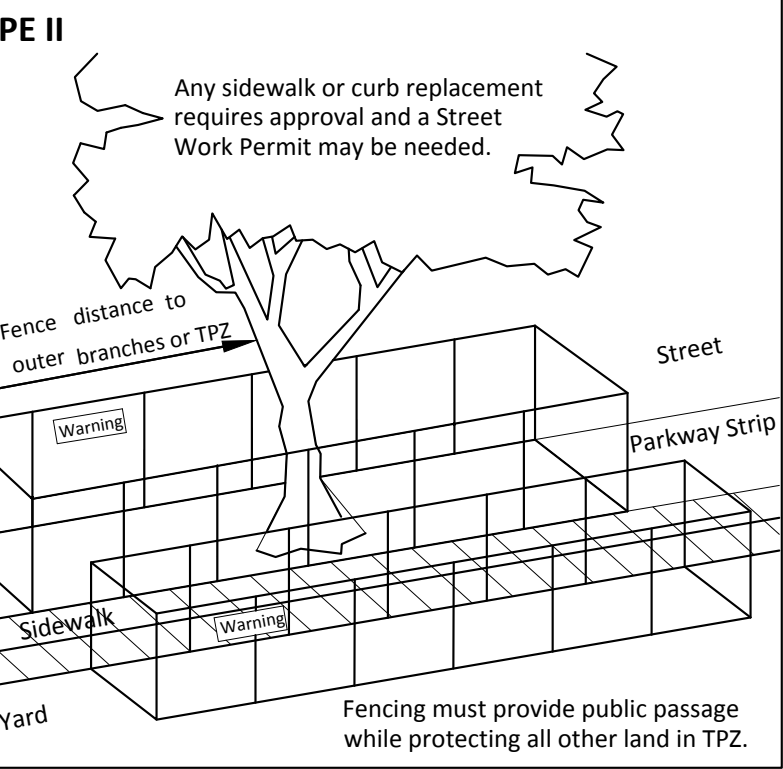
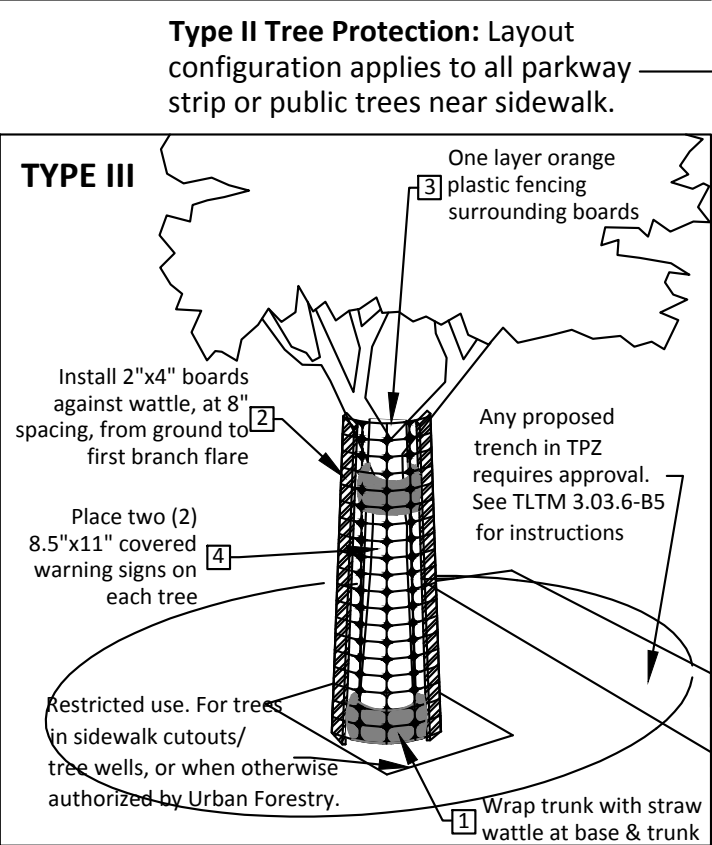
The TPZ is a restricted activity and restricted trenching area - see Tree & Landscape Technical Manual Sec 3.03.6(A1,B1,B5,6), any proposed trench or form work within TPZ of a protected tree requires approval from Urban Forestry. Call 650-496-5953.



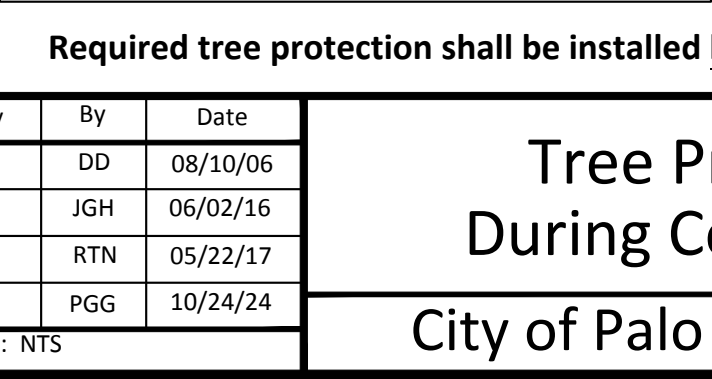
Type I Tree Protection: Layout configuration applies to all Protected Trees, matching the site diagram with the tree preservation report (TPR) distances written for the project. Fencing should be shown on plans as it will be installed. A curved fence for a TPZ is generally not practical.

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

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



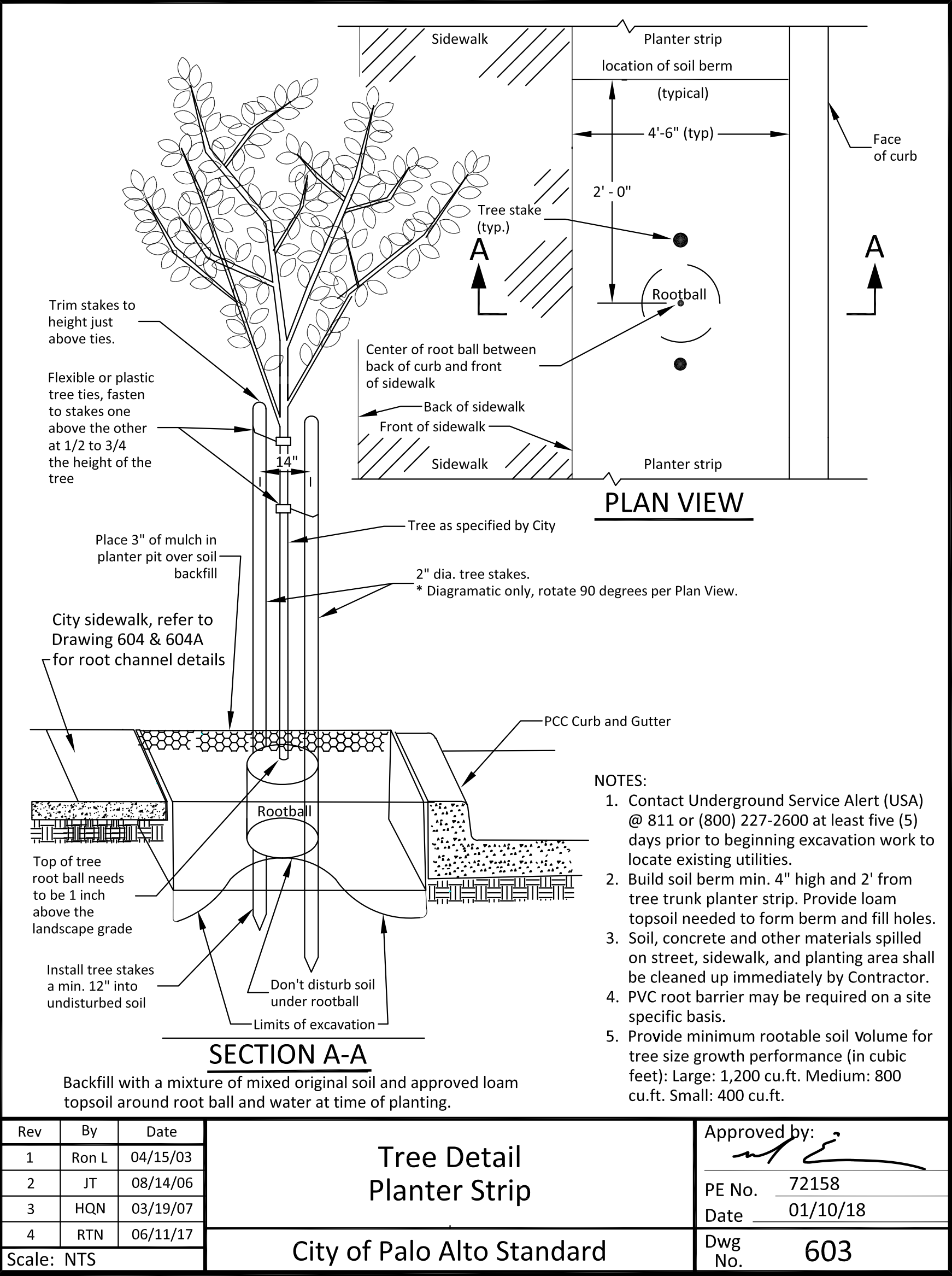
Type II Tree Protection: Layout configuration applies to all parkway strip or public trees near sidewalk.




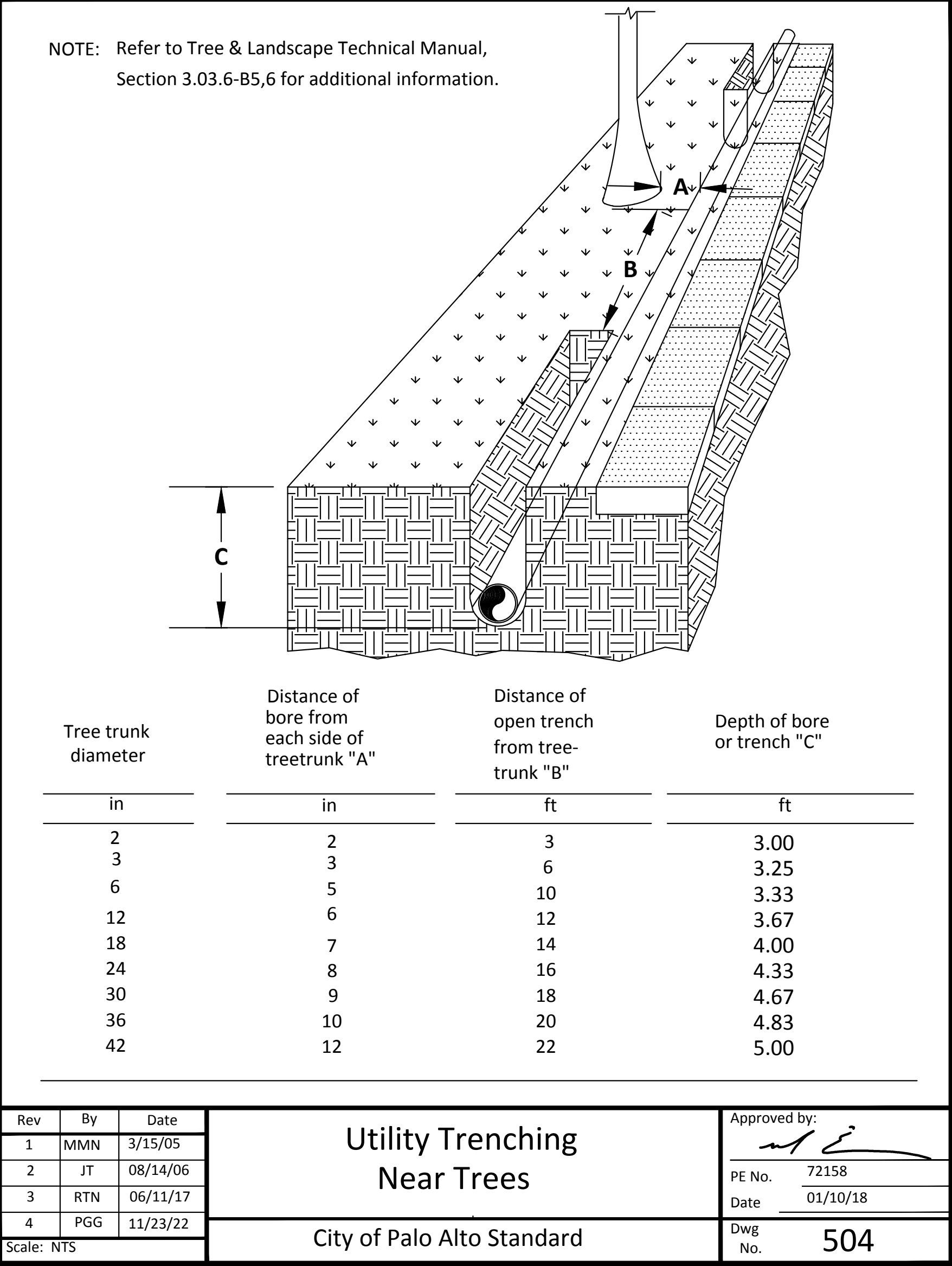
Type III Tree Protection: Layout for trunk protection applies to all Protected Trees when exclusively authorized for sidewalk cut-out. To be used only with approval from Urban Forestry.

Required tree protection shall be installed **before** demolition, excavation, or site work occurs.


Rev	By	Date	Tree Protection During Construction	City of Palo Alto Standard	Approved by:	
1	DD	08/10/06			P. GOLLINGER	
2	JGH	06/02/16			PE No.	ISA-WE: 7320BM
3	RTN	05/22/17			Date	10/24/2024
4	PGG	10/24/24			Dwg No.	605
Scale: NTS						



Rev	By	Date	Tree Detail Planter Strip	City of Palo Alto Standard	Approved by: 
1	Ron L	04/15/03			PE No. 72158
2	JT	08/14/06			Date 01/10/18
3	HQN	03/19/07			Dwg No. 603
4	RTN	06/11/17			
Scale: NTS					



Rev	By	Date	Utility Trenching Near Trees	City of Palo Alto Standard	Approved by:
1	MMN	3/15/05			
2	JT	08/14/06			
3	RTN	06/11/17			
4	PGG	11/23/22			
Scale: NTS					PE No. 72158
					Date 01/10/18
					Dwg No. 504



CITY OF
PALO
ALTO

LANDSCAPE DISCLOSURE STATEMENT

THIS FORM MUST BE COMPLETED FOR ALL PROJECTS THAT INCLUDE LANDSCAPING

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 (MWEL0). Disclosure of square footage of landscaped area for all projects will assist the applicant and the City with compliance and reporting requirements. Refer to the City's [MWEL0 Submittal & Guidelines](#) document for further details.

PROPERTY ADDRESS: _____

1. Is there any new or rehabilitated landscape area included in this project?

YES (continue form) NO (form requirements complete)

2. If new landscape is included, enter the square footage: New Landscape square footage* =

*If the square footage of new landscaping is greater than 500 square feet, the project will need to submit MWEL0 documentation.

3. 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 MWEL0 documentation.

4. 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 MWEL0 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 03/05/2025

SAMPLE WARNING SIGN FOR TREE PROTECTION FENCING

Each fenced tree enclosure should have a minimum of two warning signs containing the same information as the sample sign on right. Signs should be laminated, printed on waterproof material or be otherwise protected from the elements.

Apply Tree Preservation Report
starting on sheet T-3 when required

Use additional "T" sheets as needed

---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

Project
Data

T-2

All other tree-related reports shall be added to the space provided starting on sheet T3, adding sheets as needed. Include this sheet(s) on Project Sheet Index or Legend Page.
A copy of the T-1 Sheet Set can be downloaded at <http://www.cityofpaloalto.org/trees>

Special Tree Protection Instruction Sheet Set
City of Palo Alto

T-2

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

Apply Tree Preservation Report starting on sheet T-3
Use additional "T" sheets as needed

Project
Data

