

# HERITAGE TREE REMOVAL PERMIT APPLICATION

Public Works  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6760



Please have the following documents before submitting an application online through the City's online permit portal:

- Completed and signed version of this form;
- Obtain an arborist report from a City-approved consulting arborist; and
- Attach a landscape plan or complete the replacement tree section below. Please refer to heritage tree replacement requirements for a list of appropriate replacement trees and guidelines to estimate the monetary values of replacement trees.
- Additional documents are required for development-related heritage trees.

The online submittal process requires additional contact information and detailed information on each tree proposed for removal. Incomplete applications will not be processed. The form may be signed digitally, or the form may be printed, signed and scanned. If you are signing digitally, please note that the signature should be added last, after all the proposal information has been entered.

## Proposal information

Applicant:	
Property owner:	
Address:	
Description of proposed removal(s):	

## Replacement tree plan

Planting location:	
Tree species:	
Container size:	
In-lieu fee, if applicable:	

## Acknowledgements and authorizations

- Tree(s) may not be removed (or pruned over 25%) until the applicant has received a permit approval form, which must be on site for inspection while tree work is performed.
- Tree replacement(s) must be planted within 90 days of permit issuance.

I (we) hereby agree to hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City, including but not limited to, all cost in the City's defense of its actions in any proceeding brought in any State or Federal Court challenging the City's actions with respect to the proposed tree removal.

I (we) authorize access and inspection of tree in my (our) absence.

By signing this form, the signatory acknowledges they own the property and that the information provided is accurate.

\_\_\_\_\_  
Property owner signature and date