HERITAGE TREE PERMIT APPEAL FORM

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6720

Instructions
Please complete this form and mail to the City Clerk's office (City Hall, 2nd Fl, 701 Laurel St.), along with the appeal fee of $200. The postmark date must be within the appeal period of 15 days after staff's decision. Please make the check payable to "City of Menlo Park." Incomplete forms will not be accepted. Only the permit applicant can appeal staff's decision based on either Criteria 1, 2, 3, or 4 and any Menlo Park resident or property owner may appeal staff's decision based on either Criteria 5 or 6.
Appellant's information
Name:
Address:
Phone:
Email address:
Heritage tree information
Property address:
Tree species (if there is more than one tree, please attached a tree inventory list) Common name: Botanical name:
Please select which decision making criterion was used to make staff's decision: ☐ Criterion 1: Death ☐ Criterion 2: Tree risk rating ☐ Criterion 3: Tree health rating ☐ Criterion 4: Species ☐ Criterion 5: Development ☐ Criterion 6: Utility inference Please note for Criteria 5 and 6, you have additional fifteen (15) days to review project documents and to submit one (1) to five (5) feasible and reasonable alternatives for the permit applicant to consider. Refer to the administrative guidelines on the City's website for more details.
Reason to appeal (attach additional paper if needed):

Signature: _____ Date: _____