



# CITY OF EAST PALO ALTO

## PLANNING DIVISION

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303  
TEL: 650.853.3189 E-MAIL: [PLANNING@CITYOFEPA.ORG](mailto:PLANNING@CITYOFEPA.ORG)

### TREE REMOVAL PERMIT (Chapter 18.28)

A Tree Removal Permit is required for:

1. Any tree on private property having a main stem or trunk circumference of 25 inches or greater at a height of 54 inches above grade (DSH or Diameter at Standard Height).
2. Any tree within a public street or public right-of-way, regardless of size. Please contact Public Works for the removal of public trees ([Engineering@cityofepa.org](mailto:Engineering@cityofepa.org) or 853-3189).
3. Any tree, regardless of size, that existed and was required to be preserved at the time of an approval granted under the city's subdivision or zoning ordinance and required to be preserved as part of such approval.
4. Any tree, regardless of size, required to be planted as a condition of any development approval granted by the city.
5. Any tree, regardless of size, required to be planted as a replacement for an unlawfully removed tree.

### PROCESS OVERVIEW

STEP 1: Obtain an arborist report from an International Society of Arboriculture (ISA) certified arborist. The report must cite one, or more, of the criteria listed in Section 18.28.070 of the City of East Palo Alto Municipal Code to be considered for a tree removal permit.

STEP 2: Complete and submit the [Universal Planning Application](#) form, an arborist report (please see more detailed requirements for the arborist report on page 2), and a public notification packet per the attached [Handout of Community Outreach Requirements policy for Small Project](#), and tree removal permit fees (according to the City's Comprehensive Fee Schedule).

STEP 3: Staff has 30 days to review the project. During this time a site inspection will be conducted by staff.

STEP 4: Prior to the end of the 30-day review period, applicant/owner will receive initial comments.

STEP 5: When the permit is deemed complete, a pre-approval notice will be sent out to the adjacent neighbors for 15-day period prior to the decision.

### APPROVAL OVERVIEW

Applicant/owner is e-mailed an approval letter with a list of Conditions of Approval that must be met subsequent to receiving the official tree removal permit letter. These conditions are outlined below:

- Replacement tree to be planted within 60 days of the effective date of the permit.
- Arborist report or photographic evidence should be provided to the City of East Palo Alto certifying the removal of the tree within 60 days of the effective date of the permit.
- Bond/Deposit amount equal to the market cost of the replacement tree(s) will be submitted to the City of East Palo Alto if tree is not removed and replacement trees are not planted within 60 days of the effective date of the permit.
- Contractor information/City Business License will need to be obtained.
- Verify if encroachment permit is necessary with Engineering Division.

### POST-INSPECTION OVERVIEW

A final inspection will need to be scheduled once all Conditions of Approval and work is complete. Once final inspection is approved and signed off by staff, applicant/owner can come in to release the deposit, if applicable.

PART 1

PART 2

PART 3



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### ARBORISTS REPORT REQUIREMENTS

The application shall include a report prepared by an arborist certified by the International Society of Arboriculture (ISA). The arborist report shall include all of the following, unless otherwise approved by the Planning Manager:

- Site plan showing location of the tree (include buildings, driveway, etc.)
- Clear pictures of the tree indicating location, detailed signs of failure or disease
- Species of the tree
- Estimated height of the tree
- Circumference at 54-inches (4.5-feet) above the ground of the tree
- Discussion of the general health of the tree
- Discussion of the tree(s) risk
- Discussion of why the tree cannot be saved, including consideration of the following techniques as appropriate:
  - Discussion of risk management pruning
  - Discussion of installation of structural support system
  - Discussion of improving site conditions/cultural conditions
  - Discussion of implementing integrated pest management programs
- Reason for removal of the tree based on the criteria listed in Section 18.28.070 of the East Palo Alto Municipal Code - Criteria for tree removal
- Proposed replacement tree, including species, size, location.

Note: Bond/deposit amount equal to the appraisal value of the tree to be removed. In the circumstance the tree is dead and cannot be appraised, the bond/deposit value shall be at the minimum industry standard value of the current replacement tree cost use in appraisal calculations.

### EMERGENCY SITUATIONS

In emergency situations caused by the hazardous or dangerous condition of a tree that poses an immediate threat to the safety of life or property, the minimum necessary actions may be taken to reduce or eliminate the hazard without going through a tree removal permit process. The person responsible for actions taken shall report to the Community Development Department within five (5) working days of that action. An arborist report by a certified arborist shall be provided to document the conditions that warranted the removal of the tree, including the photographs referenced above.

Violation of a provision contained in this chapter is unlawful and a public nuisance. The director may serve notice upon any person violating any provision of this chapter. Violators shall be subject to the provisions set forth in Chapter 18.118.

\*Note: An encroachment permit may be required for the emergency situation through Public Works Department.



# COMMUNITY OUTREACH REQUIREMENTS HANDOUT

## COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303

TEL: 650. 853. 3189 E-MAIL: [PLANNING@CITYOFEPA.ORG](mailto:PLANNING@CITYOFEPA.ORG)

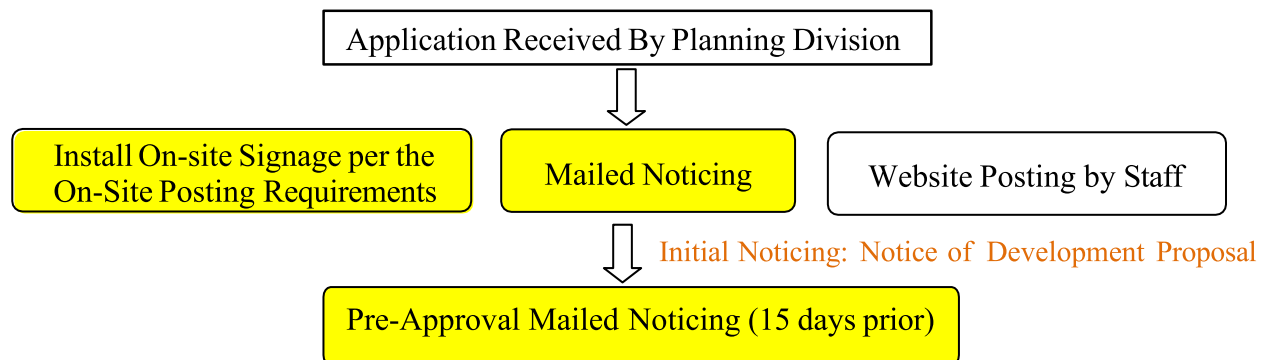
Community outreach is meant to provide community opportunities to engage in land use review process. Project definition and outreach requirements are outlined in this handout. For more details, a full policy can be found at [Community Outreach Policy](#).

## Small Project

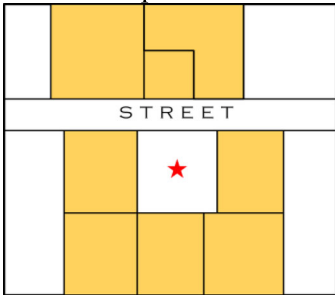
### Typical Small Project

- Second Story Addition
- New Single-Family House
- New Guest House
- Tree Removal Permit
- Minor Variance Application
- Uses allowed through administrative use permit (AUP)

### Small Project Outreach Requirements



### What Does Applicant Need To Do?

1. On-Site Posting. Install a Notice of Development Proposal (info provided by project planner) sign board on the subject site. For installation details, please see the [On-Site Posting Policy](#).
2. Public Notification Packet. Applicant will need to provide a mailing packet for staff to mail the noticing to the owners that are the immediate neighbors of the site. The mailing packet shall include:
  - Property Owners Map. See a sample below:

*Immediate Neighbors*
  - Property Owners Labels: two (2) sets of mailing labels and one (1) copy needed.

|                      |
|----------------------|
| ASSESSORS PARCEL NO. |
| OWNERS' FULL NAME(S) |
| ADDRESS STREET #APT  |
| CITY, STATE ZIP      |

Label: 1" x 2¾" in size on 3-column, 8½" x 11" sheets; such as Avery 5160 or 5960
  - Stamped Envelopes. At minimum, one set of stamped (USPS Forever Stamps) business size envelopes for all required owners and/or occupants must be provided for staff use.
  - Public Notice Affidavit: Download and sign the form [Public Notice Affidavit](#).

 Applicant is fully or partially responsible for