



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

TREE REMOVAL PERMIT (Chapter 18.28.40)

A Tree Removal Permit is required for:

1. Any tree with a main stem or trunk that measures forty (40) inches or greater in circumference at a height of twenty-four (24) inches or two (2) feet above natural grade.
2. Any tree within a public street or public right-of-way, regardless of size.
3. Any tree that existed 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 required to be planted as a condition of any development approval granted by the city.
5. Any tree 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 18.28.010 of the Zoning Ordinance in order to be considered for a tree removal permit.

STEP 2: Complete and submit [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 Mater 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: When 30-day review period ends, applicant/owner will receive notice of completeness.

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 approval.

PRE-APPROVAL OVERVIEW

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

- List of replacement tree species, if needed.
- Bond/Deposit amount equal to the market cost of the replacement tree (s) will be submitted to the City of East Palo Alto.
- Contractor information/City Business License will need to be obtained.
- Verify if encroachment permit is necessary with Engineering Division.

FINAL APPROVAL OVERVIEW

Once applicant/owner addresses all necessary conditions of approval, they must come in, with all items out-lined above, and meet with a planner to receive the official letter of approval.

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 bond/deposit.

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, details signs of failure or disease;
- Description of species of the tree;
- Estimated height of the tree;
- Circumference at two (2) 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:
 - 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
- Description of the method to be used for removal of the tree
- Reason for removal of the tree
- Proposed replacement tree, including species, size, location.
- Bond/Deposit amount equal to the market cost of the replacement tree(s).

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 warrant removal of the tree, including the photographs referenced above.

*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

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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

Application Received By Planning Division

↓ Initial Noticing: Notice of Development Proposal

Install On-site Signage per the On-Site Posting Requirements

Mailed Noticing

Website Posting by Staff

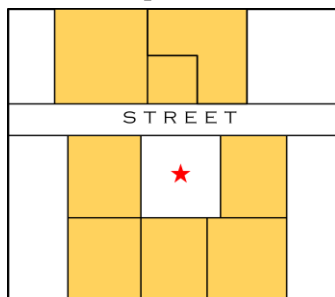


Pre-Approval Mailed Noticing (15 days prior)

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.
- Property Owners List: Obtain from County Assessor's Office or a Title Company
- Public Notice Affidavit: Download and sign the form [Public Notice Affidavit](#).

 Applicant is fully or partially responsible for