



Town of Atherton
Building Department
80 Fair Oaks Lane
Atherton, California 94027
Phone: (650) 752-0526
Office Hours 8-11 am and 1-4 pm

Heritage Tree Ordinance Tree Protection Zone Staff Exception Request

DATE: _____

PROJECT ADDRESS: _____

• SUBMITTAL CHECKLIST

- Application for Heritage Tree Protection Zone Exemption and fee.
- Narrative stating why the exception is requested, what the impact to any Heritage trees would be and any identified mitigation.
- A plan showing location of the structure and the Heritage trees with size and species stated. Show TPZ zones from 5x to 10x on the plan.
- Project Arborist report – stating what the damage and mitigation would be.
- Any Trenching less than 10x the diameter (dbh) is required to be hand dug including exploratory Trenching if approved to trench closer than 10x.
- The percentage of Heritage tree roots to be cut.
- Any utility easements.
- Any supporting letters from Menlo Fire, PG&E and/or other utility providers.

• HOW STAFF WILL EVALUATE THE APPLICATION

Demonstrated compliance with any the following criteria, to the satisfaction of the Town Arborist:

- a. The utility location is required by a utility company and it cannot be moved. A confirmation in writing from the utility is required.
- b. If the species is tolerant of construction based on species, health, size and age from Mathilda and Clark tolerance chart.
- c. There are no roots over 2” diameter that need to be cut.
- d. Other criteria as may be required by the Town Arborist.

For reference, the Town of Atherton Municipal Code is available online: <http://www.codepublishing.com/CA/atherton.html>. The Heritage Tree Preservation Standards and Specifications document can be found here:



Town of Atherton
Building Department
80 Fair Oaks Lane
Atherton, California 94027
Phone: (650) 752-0570
Email to: hluo@ci.atherton.ca.us
AND sbentz@ci.atherton.ca.us
Office Hours: 8-11AM, 1-4PM

APPLICATION FOR HERITAGE TREE PROTECTION ZONE EXEMPTION

Location of Work: _____ APN #: _____ Date: _____
Associated Building Permit #: _____ G & D Permit #: _____

FEES: First Tree: \$373.09 Each Additional Tree \$256.83 Total Fees: _____ Rec # _____

OWNER:
Name: _____
Address: _____

Phone: _____

Number of Tree Protection Zone (TPZ) Exemptions Requested: _____
Arborist Report tree Inventory number(s): _____
Briefly describe TPZ Exemption requested: _____

ARBORIST:
Name: _____
Address: _____

License# _____
Phone: _____

Per the town's municipal code a heritage tree is a tree, located in the tree preservation area, or a native oak tree located anywhere on the lot, which has a trunk circumference of 48" or a diameter of 15.2" at 48" above natural grade.

CONTRACTOR:
Name: _____
Address: _____

Phone: _____
Contractor Lic# _____
Atherton Bus. Lic # _____

It is unlawful for any person to damage or harm a heritage tree by any means whatsoever. During construction all reasonable steps necessary to prevent damage to heritage trees is required. Penalties will be assessed for damage or destruction of heritage trees per the Town of Atherton Municipal Code.

Approval of a Tree Protection Zone Exemption Permit will not relieve any liability associated with damage.

Applicant's Signature:

OWNER: _____ DATE: _____
CONTRACTOR: _____ DATE: _____