



January 15, 2009

**THE FOLLOWING CHANGES ARE BEING MADE  
BY THE MENLO PARK BUILDING, PLANNING,  
AND ENGINEERING DIVISIONS:**

**Building Division**

- For all development projects submitted after February 1, 2009 where an arborist report has been required, monthly inspections and results by a project arborist will be required to be submitted to the Building Division.

**Planning Division**

- Updated Planning fees applicable to all Planning application submittals made after February 1, 2009 are going into effect and are available on the City's website; and
- Surveys will be required for all Planning application submittals made after February 1, 2009 for new buildings or additions to existing buildings. Survey information requirements will be available on the City's website.

**Engineering Division**

- Updated Engineering fees applicable to applications made on or after January 26, 2009 are going into effect and are available on the City's website;
- Fees charged for Engineering Division plan review will be collected at time of permit submittal; and
- Fees charged for Engineering Division inspection will be collected at time of permit issuance.

For more information please contact the Building Division at (650) 330-6704, Planning Division at (650) 330-6702, or the Engineering Division at (650) 330-6740 or visit the City website at [www.menlopark.org](http://www.menlopark.org).