



Heritage Tree Removal Permit Application

This application must be submitted with the Arborist Form

Submit application forms to 701 Laurel Street, Menlo Park, CA 94025

Application No. _____

Purpose of application: Removal Pruning of more than 25%

Permit Fee: \$125.00 (each tree, up to 3 trees); \$75 each additional tree (separate forms required for each tree)

PLEASE PRINT CLEARLY

Site Address: _____

Name of Applicant: _____ Phone _____ FAX _____

Mailing Address: _____ Email: _____

Signature of property owner authorizing access and inspection of tree in his/her absence:

_____ Date: _____

Type of Tree: _____ Location on property: _____

Reasons for Request:

IF TREE IS DAMAGING STRUCTURE PLEASE ATTACH PHOTOS DEMONSTRATING DAMAGE.

Are you considering any construction on your property in the next 12 months? Yes No

If yes, please submit additional information describing what type of construction is planned and a site plan.

- Tree may not be removed (or pruned over 25%) unless and until the applicant has received final permission from the City as indicated below.
- The signed permit approval form must be on site and available for inspection while the tree work is being performed.
- A suitable replacement tree, 15 gallon size or larger with a mature height of 30 feet or more, is to be installed in the time frame indicated below.

-----PLEASE DO NOT WRITE BELOW THIS LINE -----

PERMIT APPROVED PERMIT DENIED

TIMING OF REMOVAL

- Upon receipt of this approved permit
- After applying for a Building Permit for associated construction

TIMING OF REPLANTING

- Within 30 days of Heritage Tree removal
- Prior to final building inspection of associated construction

Staff Signature: _____ Date: _____

Print name and title: _____