



Town of Atherton Tree Submittal and Plan Review

Town of Atherton
Building Department
80 Fair Oaks Ln
Atherton, California
94027 Phone: (650)
752-0560

The Town of Atherton has initiated the following procedures to improve the protection of heritage trees on construction sites within the Town.

Plan Submittal / Plan Review:

Tree protection plans shall be submitted as part of a new, remodel or demolition construction project. Tree protection plans shall also be submitted as part of a planning permit application where approval of the proposed project may impact existing heritage trees as defined in the Atherton Municipal Code. Whenever a tree protection plan is submitted to any Town Department as part of a development permit application, it will be routed to the Town Arborist for approval. If new or revised tree protection plans are subsequently submitted, they shall be routed to the Town Arborist for further review and approval. The Arborist shall compare all new/revised plans to previous copies and determine that changes to previously approved plans meet the intent of the Town of Atherton Municipal Code and approved Tree Protection Guidelines.

Tree Protection Plan Requirements (will be verified by the Town Arborist):

Applies to any plans developed and submitted to the Planning, Public works or Building Department in connection with site improvements or construction which are likely to affect any existing trees within the Town of Atherton:

1. The Tree protection Plan shall be prepared on a separate plan sheet(s) on the site plan.
2. Plans shall be scaled at 1" = 10' or 1" = 20' to clearly detail tree protection requirements, depending on the scope and complexity of the project.
3. Show all existing trees 10" or larger. Diameter, species, inventory #, canopy outline and 10x diameter shown and labeled.
4. Show the location and complete details for tree protection for all heritage trees, defined as 48" circumference (approx. 15.2" diameter) measured at 54" above grade. Tree protection fencing clearly labeled at 8x the diameter. Include detail on plan. Find detail at Town.
5. Show the location, depth and materials for all proposed underground utilities, including, but not limited to, sewer, water, electrical, water retention tanks, etc. Care should be taken to route all proposed underground utilities to not interfere with the required tree protection and health of heritage trees.
6. Show the location of all proposed and existing hardscape, including but not limited to, driveways, slabs, walkways, etc. Identify proposed materials, impervious and semi-impervious surfaces. Care should be taken plan all proposed hardscape to not interfere with the required protection and health of heritage trees.
7. Show the location of any areas where hand digging is proposed. The Town Arborists shall review any and all proposed hand digging, significant root cutting and mitigation measures within required tree protection areas and plan approval is required prior to starting such work. Trenching will be required to be at 8x diameter away unless a staff exception of 8x has been approved.



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8. Note on plans:

- “Town approved tree protection warning signs are required to be installed and maintained at all times until all construction activities are completed.”
- “Required tree protection shall remain in place until all construction activities are completed. No changes to tree protection can be made until a revised tree protection plan is submitted and approved by the Town Arborist.”
- “A 4”-6” layer of coarse mulch or woodchips shall be placed beneath the Dripline of the protected Heritage trees. Mulch is to be kept 12” from the trunk.”