



Town of Atherton Tree Submittal and Plan Review

**Town of Atherton
Building Department
91 Ashfield Road
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) unless prior approval is obtained from the Town Arborist. The Town Arborist will only grant exceptions where placing tree protection details on the site plan or civil plans will provide sufficient detail and clarity to insure required protection of trees.
2. Plans shall be scaled at 1" = 10' or 1" = 20' as necessary to clearly detail tree protection requirements, depending on the scope and complexity of the project.
3. Show all existing trees 8" or larger in average diameter, canopy outline and provide a legend identifying tree species.
4. Show the location and complete details for tree protection for all heritage trees, defined as 48" circumference (approx. 15.2" diameter) measured at 48" above grade.
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 so as 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 so as to not interfere with the required protection and health of heritage trees.
7. Show the location of any areas where hand digging is proposed. Significant root cutting (over 2") will require a letter from the site arborist which will include mitigation measures. 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.
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."
 - "Failure to install and maintain required tree protection will result in issuance of a stop work order and implementation of a corrective action plan."