

HERITAGE TREE REMOVAL ACKNOWLEDGEMENT AND PROPERTY OWNER AUTHORIZATION

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6793



A completed/signed version of this form must accompany applications for heritage tree removal permits submitted through the City's [online permit portal](#). The online submittal process requires additional contact information, detailed information on each tree proposed for removal and an arborist report from a [city-approved consulting arborist](#). Incomplete applications will not be processed.

The form may be signed digitally, or the form may be printed, signed and scanned. If you are signing digitally, please note that the signature should be added last, after all the proposal information has been entered.

Proposal information

Applicant:	
Property owner:	
Address:	
Description of proposed removal(s):	

Acknowledgements and authorizations

- Tree(s) may not be removed (or pruned over 25%) until the applicant has received a permit approval form, which must be on-site for inspection while tree work is performed.
- Tree replacement(s) must be planted within 90 days of permit issuance. Please refer to the [heritage tree replacement requirements](#) for a list of appropriate replacement trees and guidelines to estimate the monetary values of replacement trees.

I (we) hereby agree to hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City, including but not limited to, all cost in the City's defense of its actions in any proceeding brought in any state or federal court challenging the City's actions with respect to the proposed tree removal.

I (we) authorize access and inspection of tree in my (our) absence.

By signing this form, the signatory acknowledges they own the property and that the information provided is accurate.

Property owner signature

Date