

PRELIMINARY ARB SUBMISSION
08/16/2023



HAYES GROUP ARCHITECTS, INC.
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www.thehayesgroup.com

ISSUANCE:
PRELIMINARY **ARB** SUBMISSION 08.16.2023

DRAWING CONTENT
COVER SHEET

JOB NUMBER

SCALE:

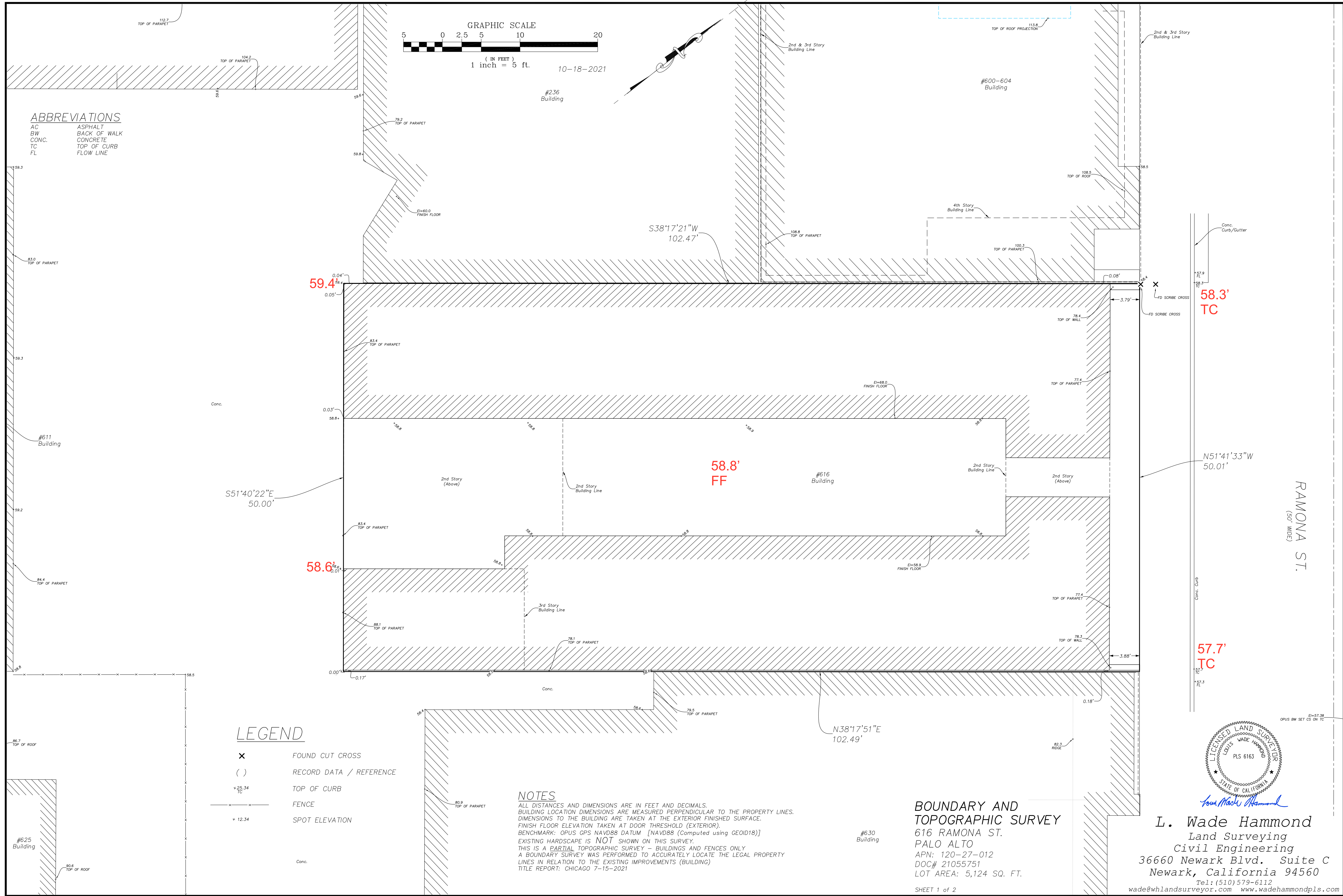
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DRAWING NUMBER

Date: 8/16/23
File Name: 616 Ramona BIM Arch



NO. DESCRIPTION: DATE:

DRAWING CONTENT

STREETSCAPES, SITE PHOTOS

STAMP

JOB NUMBER:
2123.00

SCALE:
AS NOTED

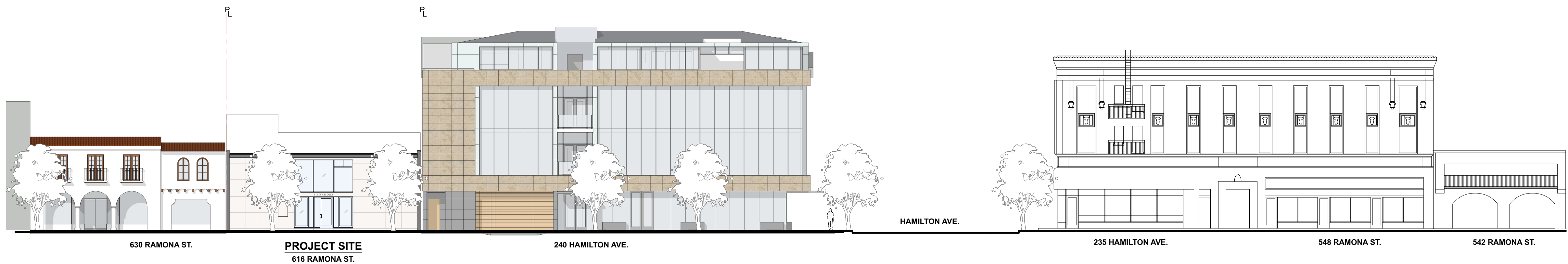
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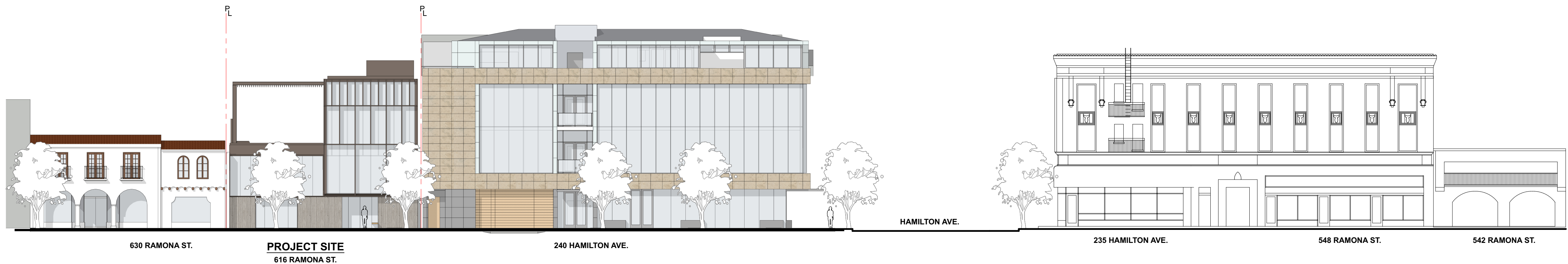
A0.2



EXISTING RAMONA STREETSCAPE ELEVATION

SCALE: N.T.S

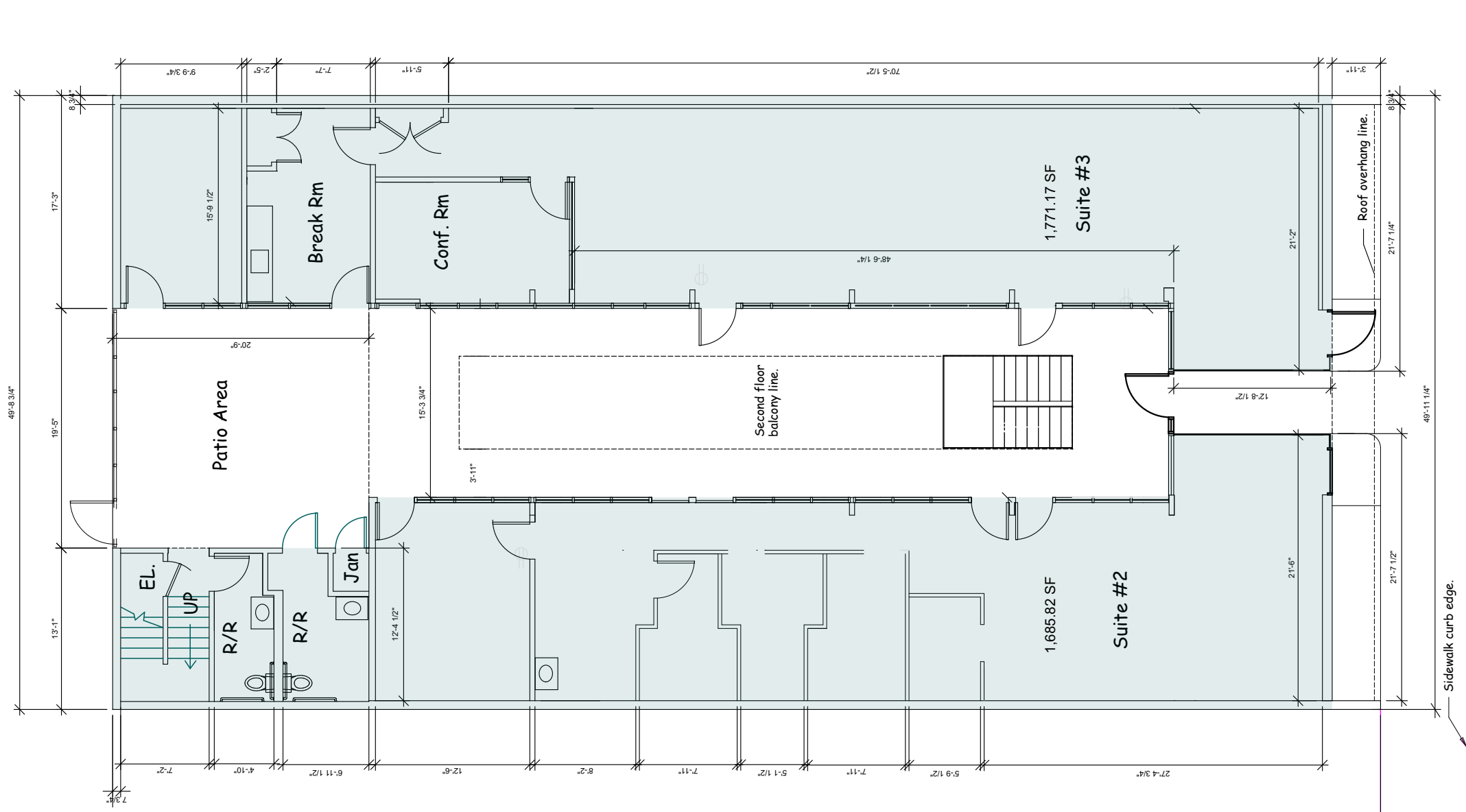
2



PROPOSED RAMONA STREETSCAPE ELEVATION

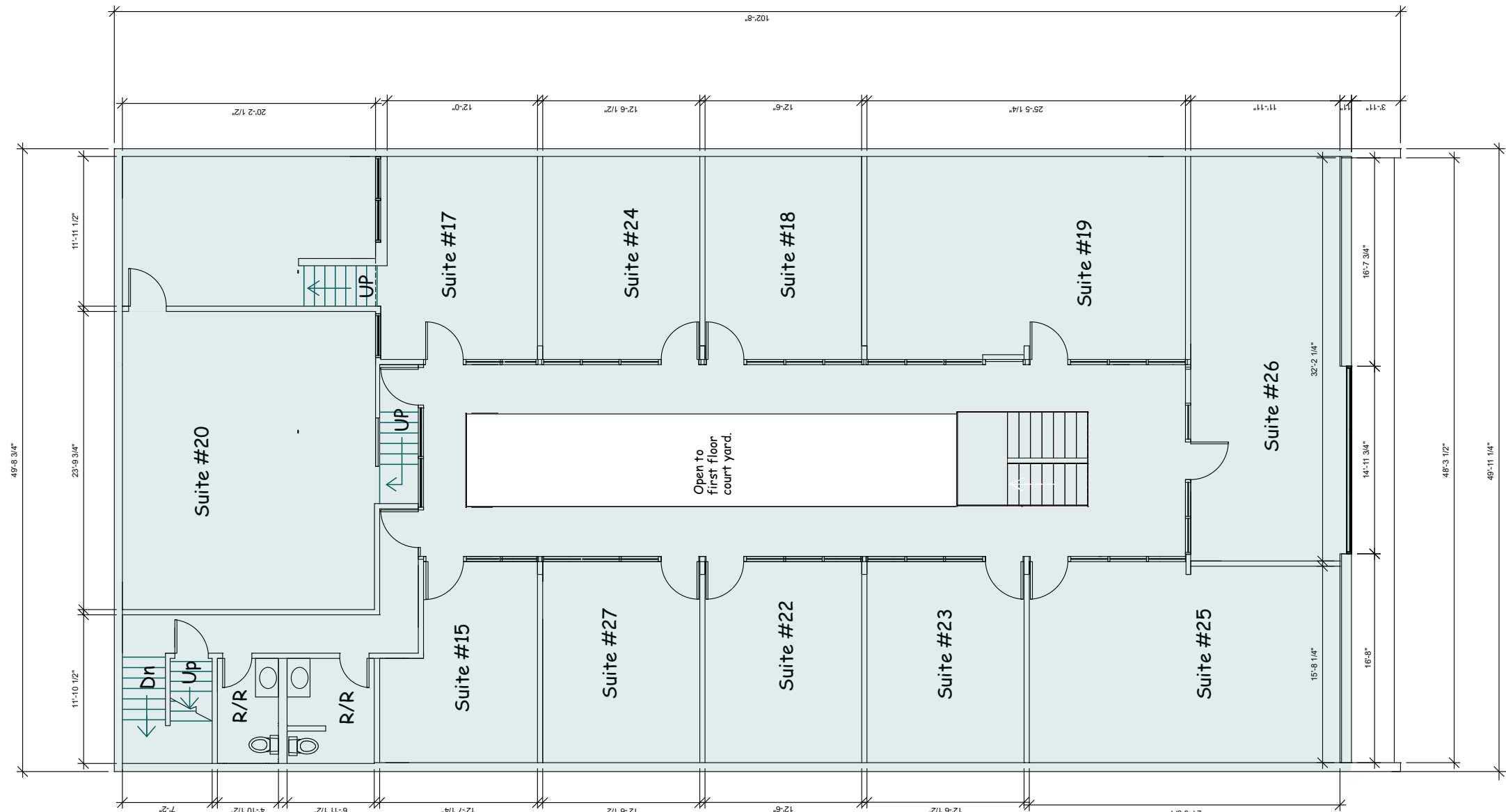
SCALE: 1/16" = 1'-0'

1



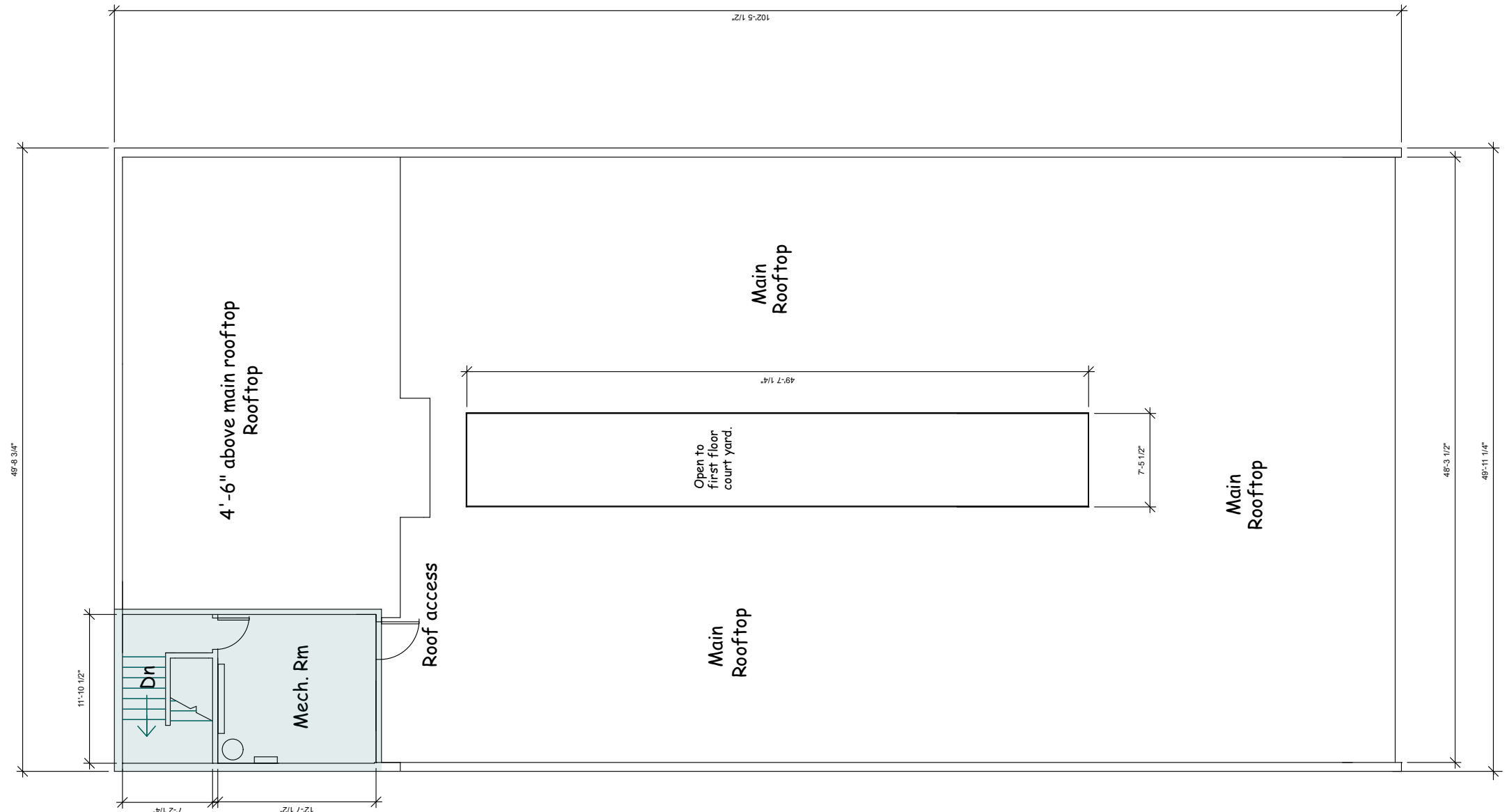
(E) AREA 3,456.99 SF
EXISTING FIRST FLOOR PLAN
SCALE: 3/32" = 1'-0"

1



(E) AREA 4,625.06 SF
EXISTING SECOND FLOOR PLAN
SCALE: 3/32" = 1'-0"

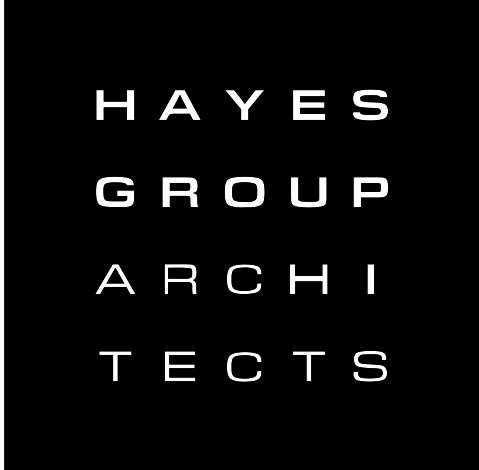
2



(E) AREA 275.54 SF
EXISTING THIRD FLOOR PLAN
SCALE: 3/32" = 1'-0"

3

EXISTING AREA	
FIRST FLOOR	SF
OFFICE SUITES	3,456.99
SECOND FLOOR	
OFFICE SUITES	4,625.06
ROOF	
REAR STAIR & MECH	275.54
EXISTING TOTAL	8,357.59



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EXISTING FLOOR PLANS

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A0.3

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[illegible]

DRAWING CONTENT
EXISTING ELEVATIONS;
FRONT & REAR

STAMP

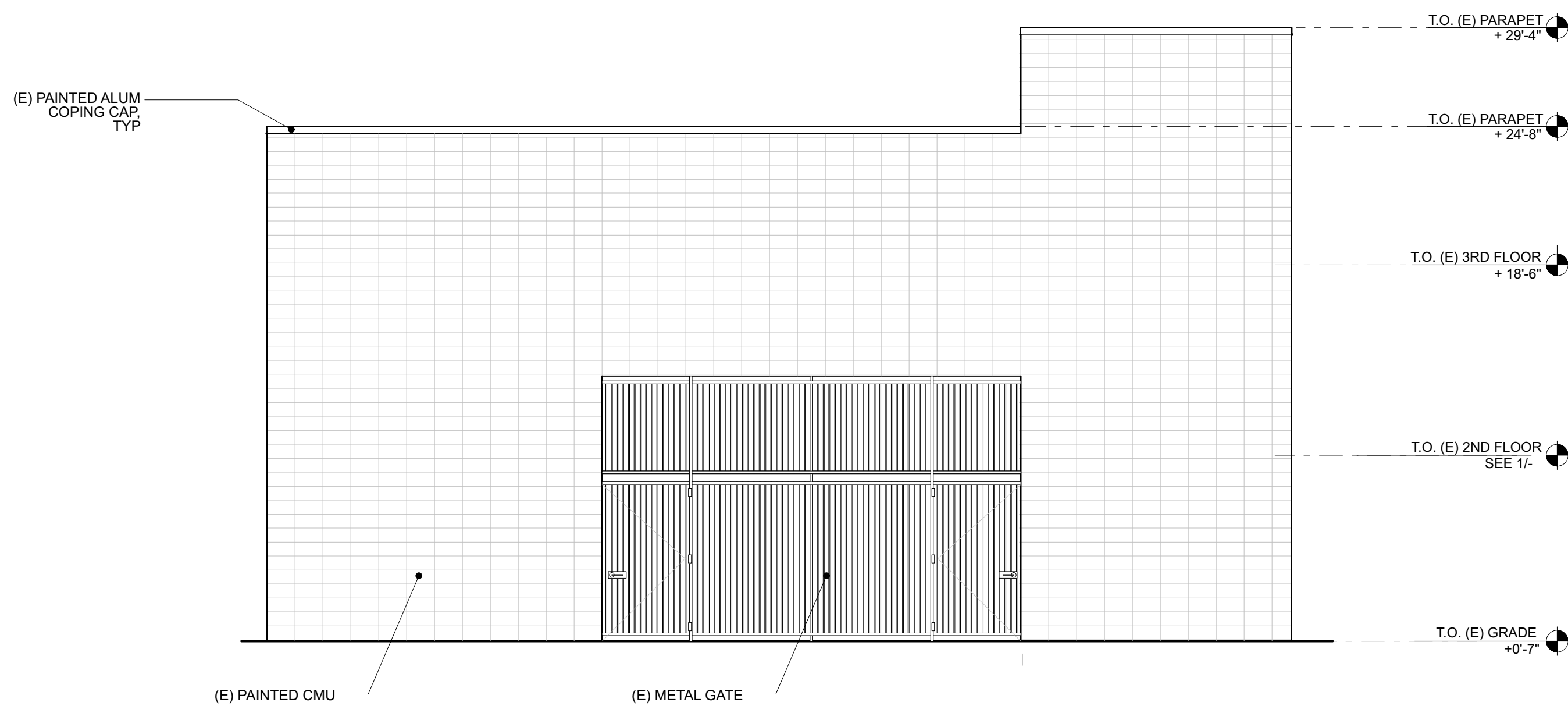
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EXISTING REAR ELEVATION

SCALE: 3/16" = 1'-0"

2



EXISTING FRONT ELEVATION

SCALE: 3/16" = 1'-0"

1

(MAX 500 SF **ADA** AREA APPLIED)

NO. DESCRIPTION: DATE:

DRAWING CONTENT

EXISTING FLOOR AREA FOR ADA UPGRADES CHART & DIAGRAMS

STAMP

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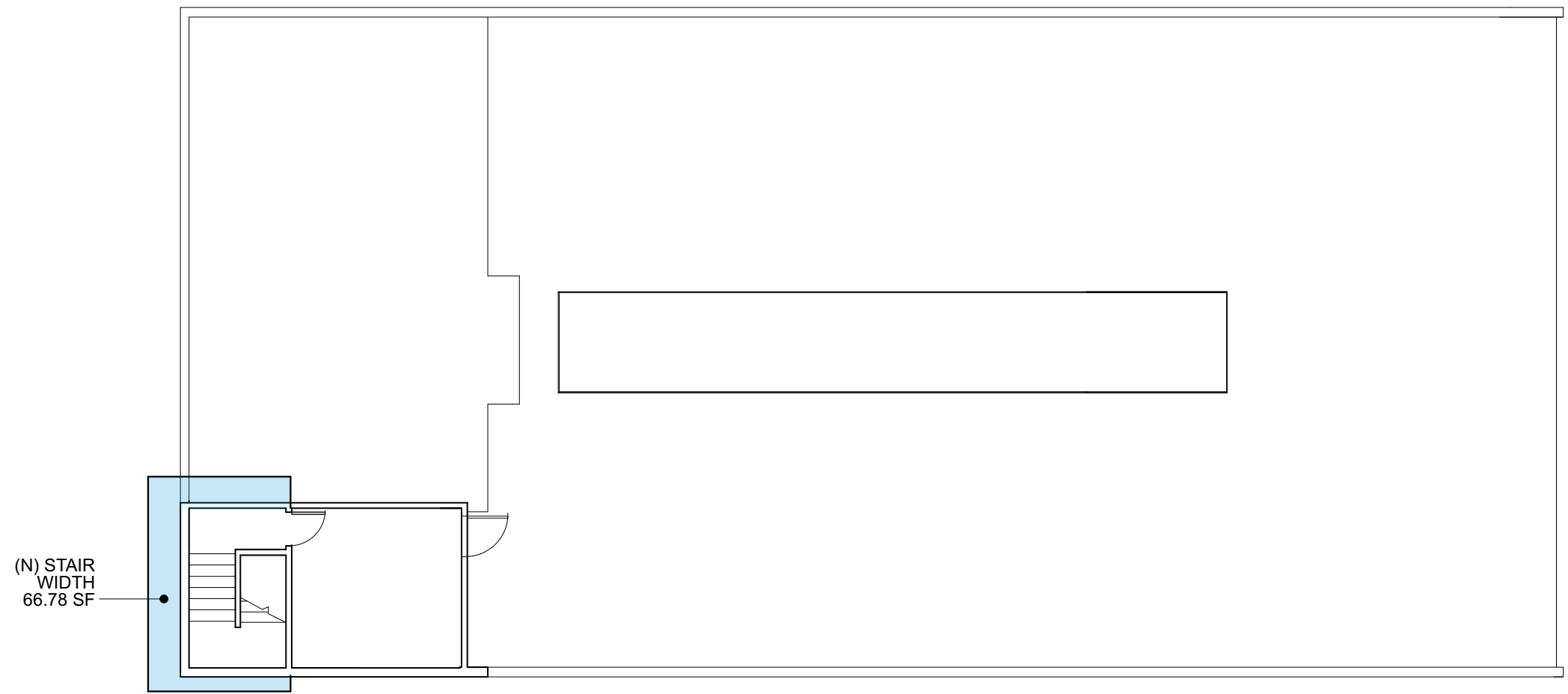
SCALE:
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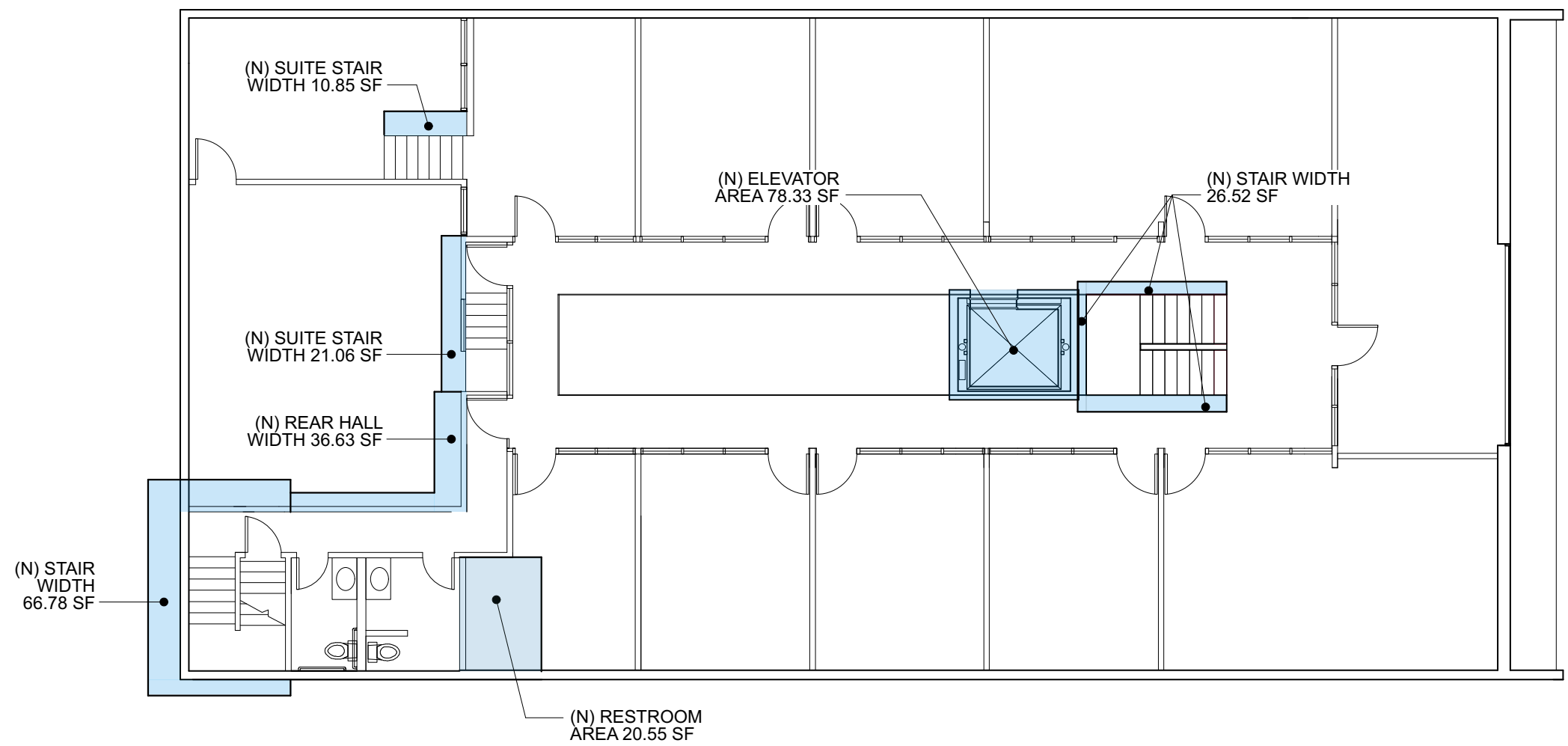
A0.5



EXISTING THIRD FLOOR PLAN ADA AREA UPGRADES

SCALE: 3/32" = 1'-0"

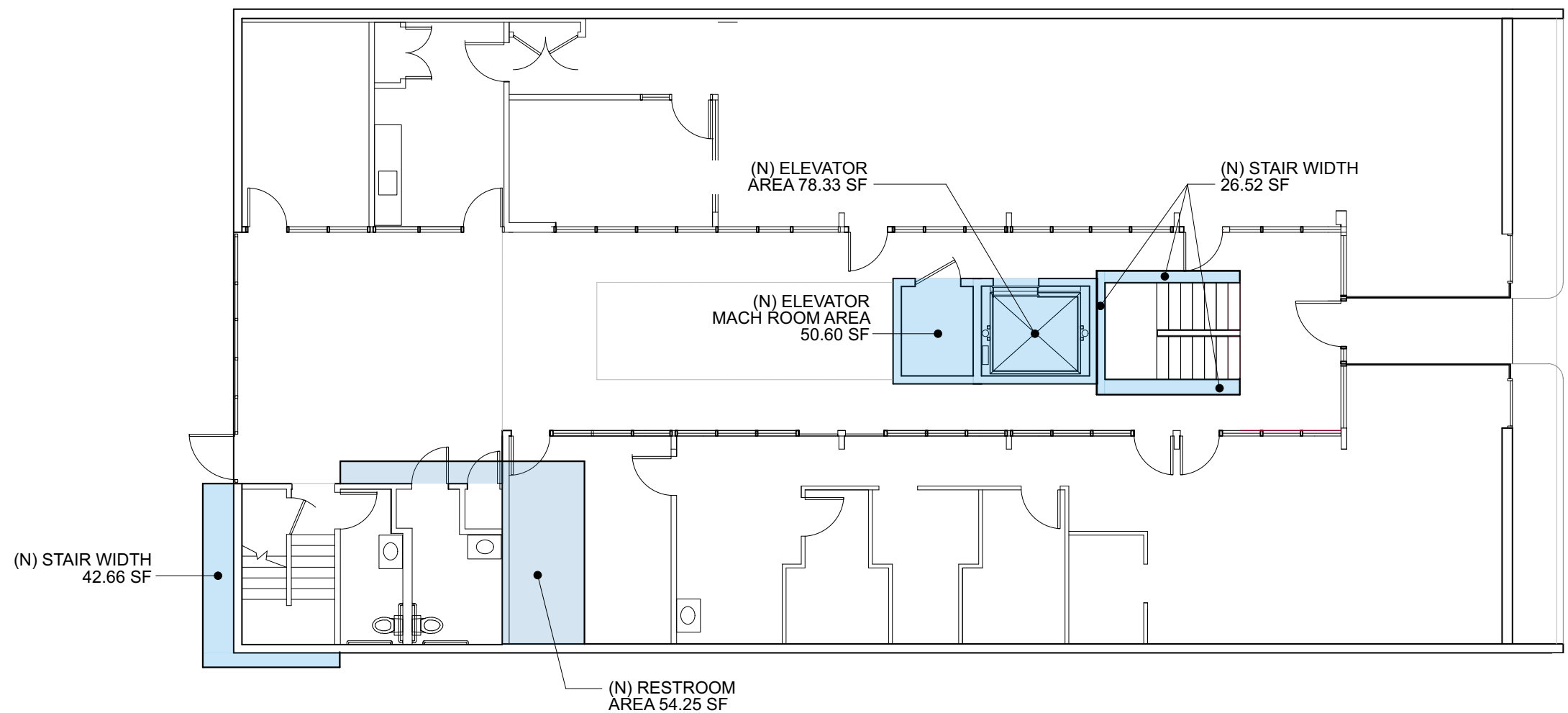
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EXISTING SECOND FLOOR PLAN ADA AREA UPGRADES

SCALE: 3/32" = 1'-0"

2

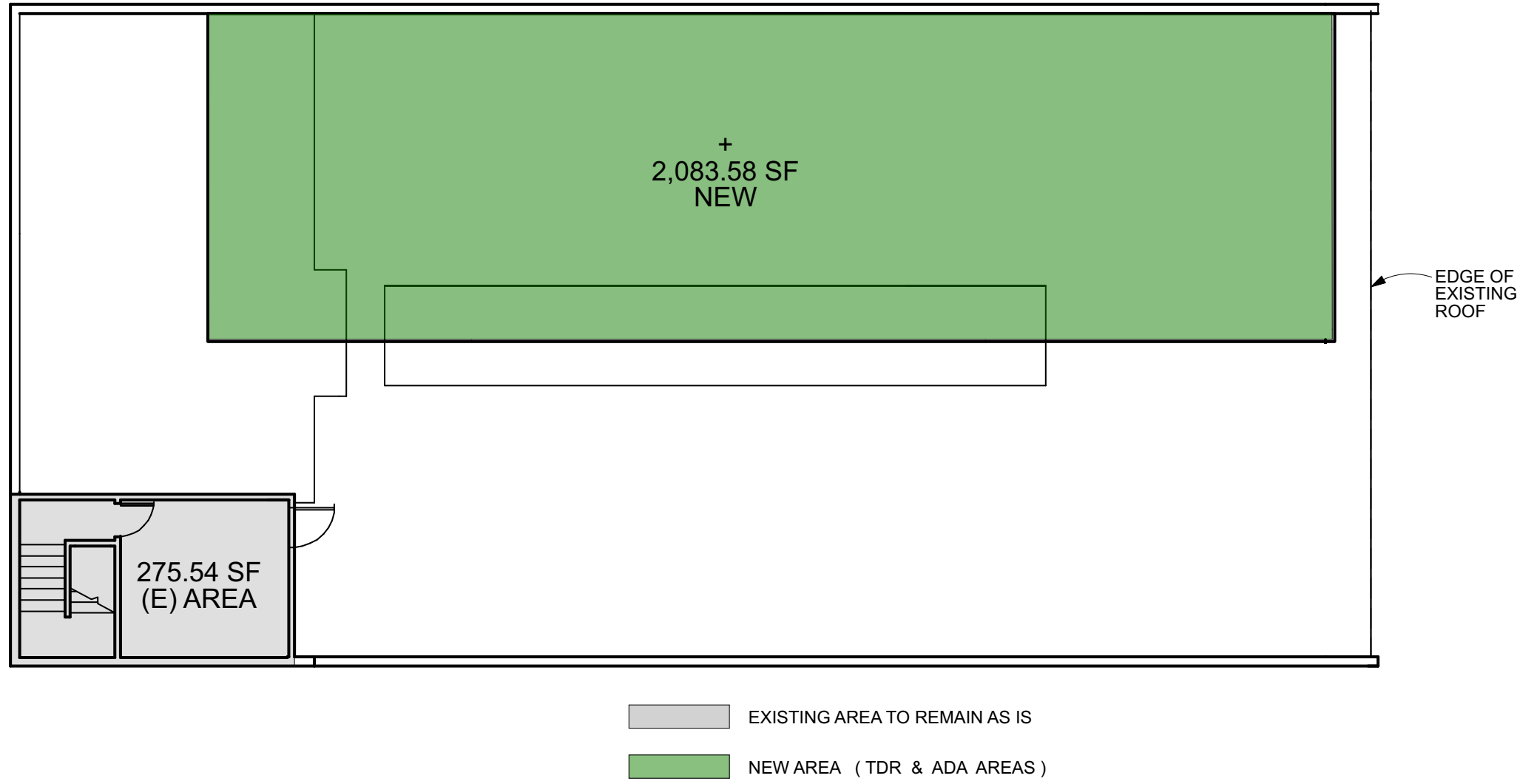


EXISTING FIRST FLOOR PLAN ADA AREA UPGRADES

SCALE: 3/32" = 1'-0"

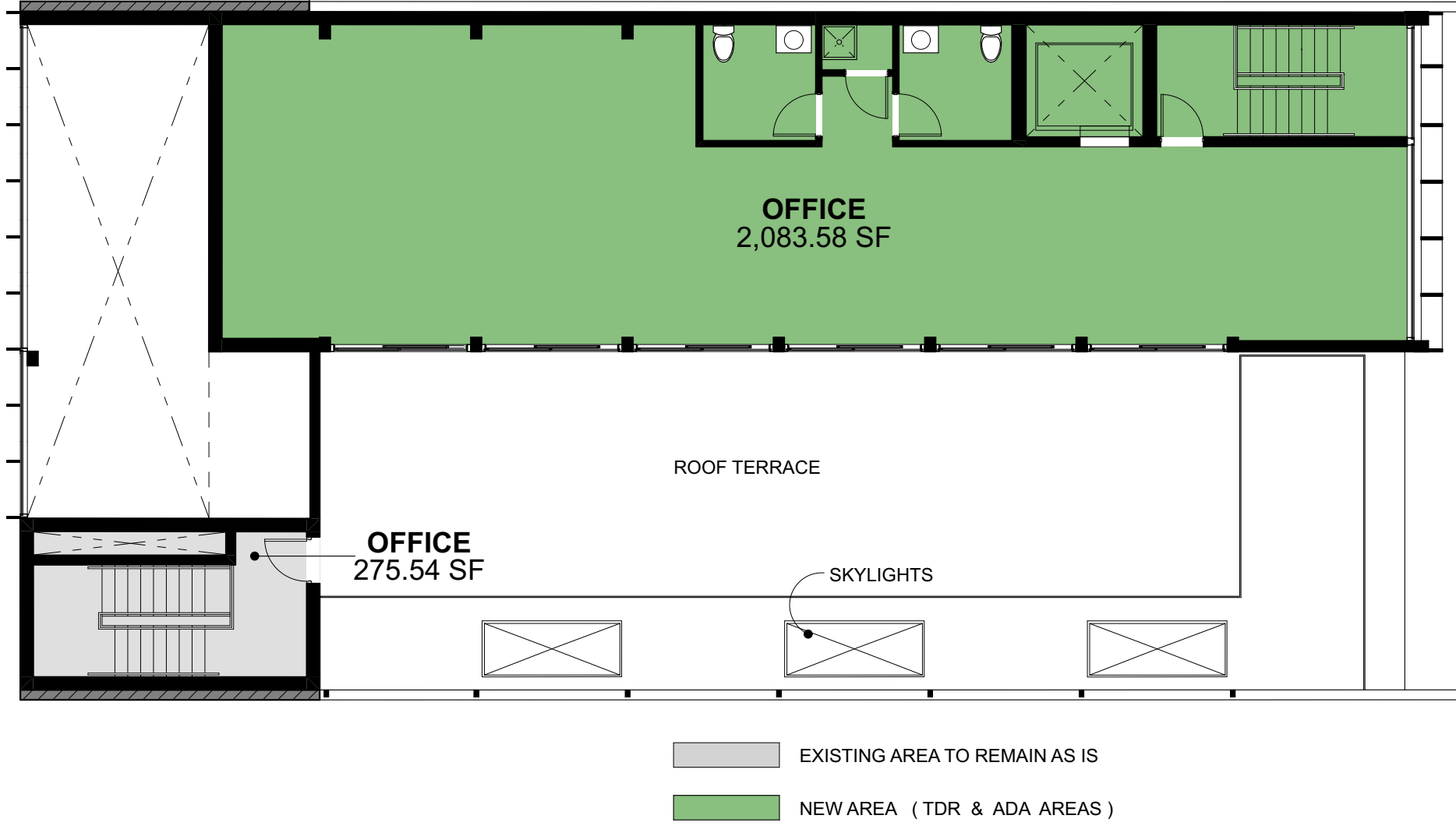
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Date: 8/16/23
File Name: 616 Ramona_BIM_Arch



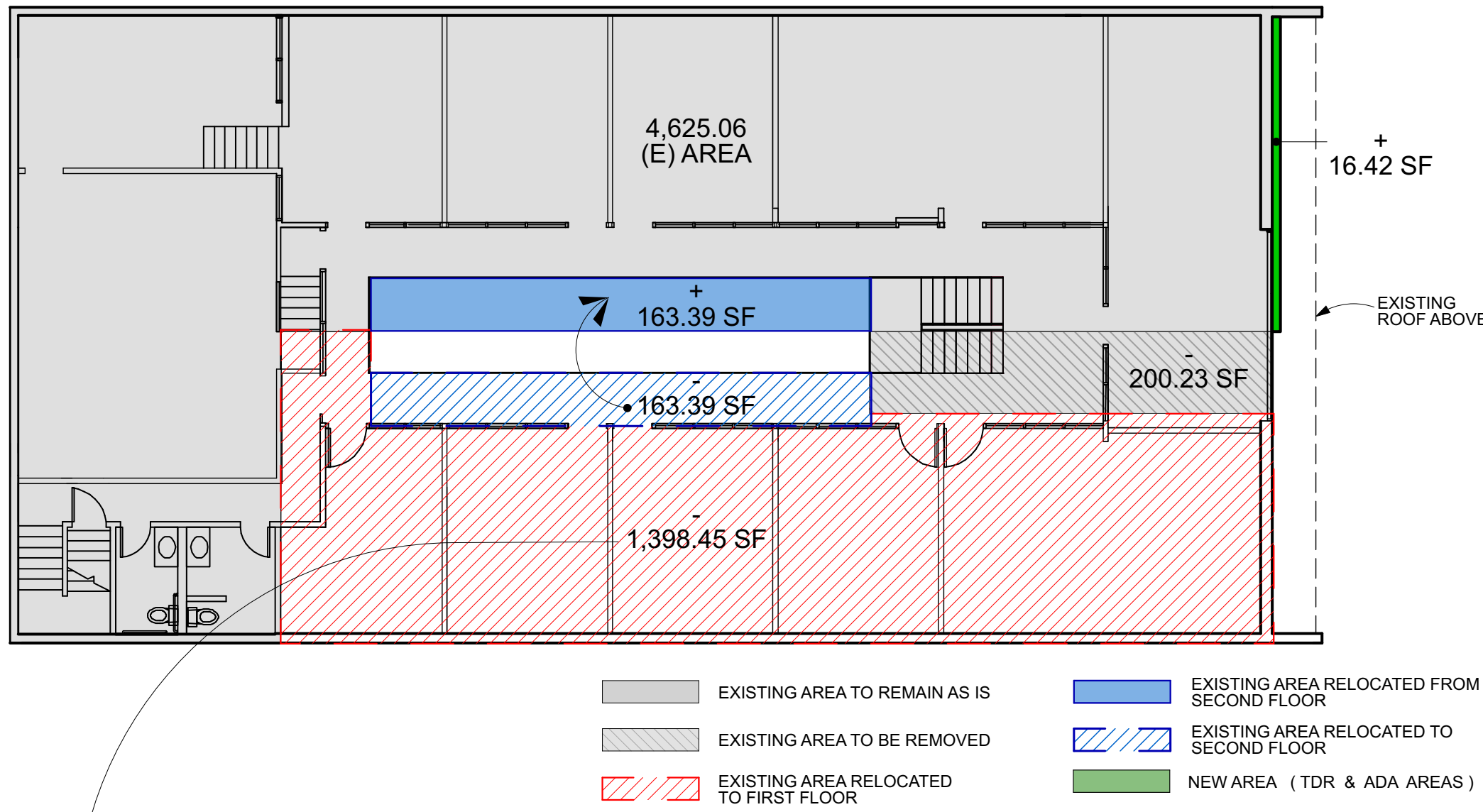
FLOOR AREA OPERATIONS EXISTING PLAN OVERLAY - EXISTING ROOF PLAN
SCALE: 3/32" = 1'-0"

6



FLOOR AREA OPERATIONS NEW PLAN OVERLAY - PROPOSED THIRD FLOOR
SCALE: 3/32" = 1'-0"

3



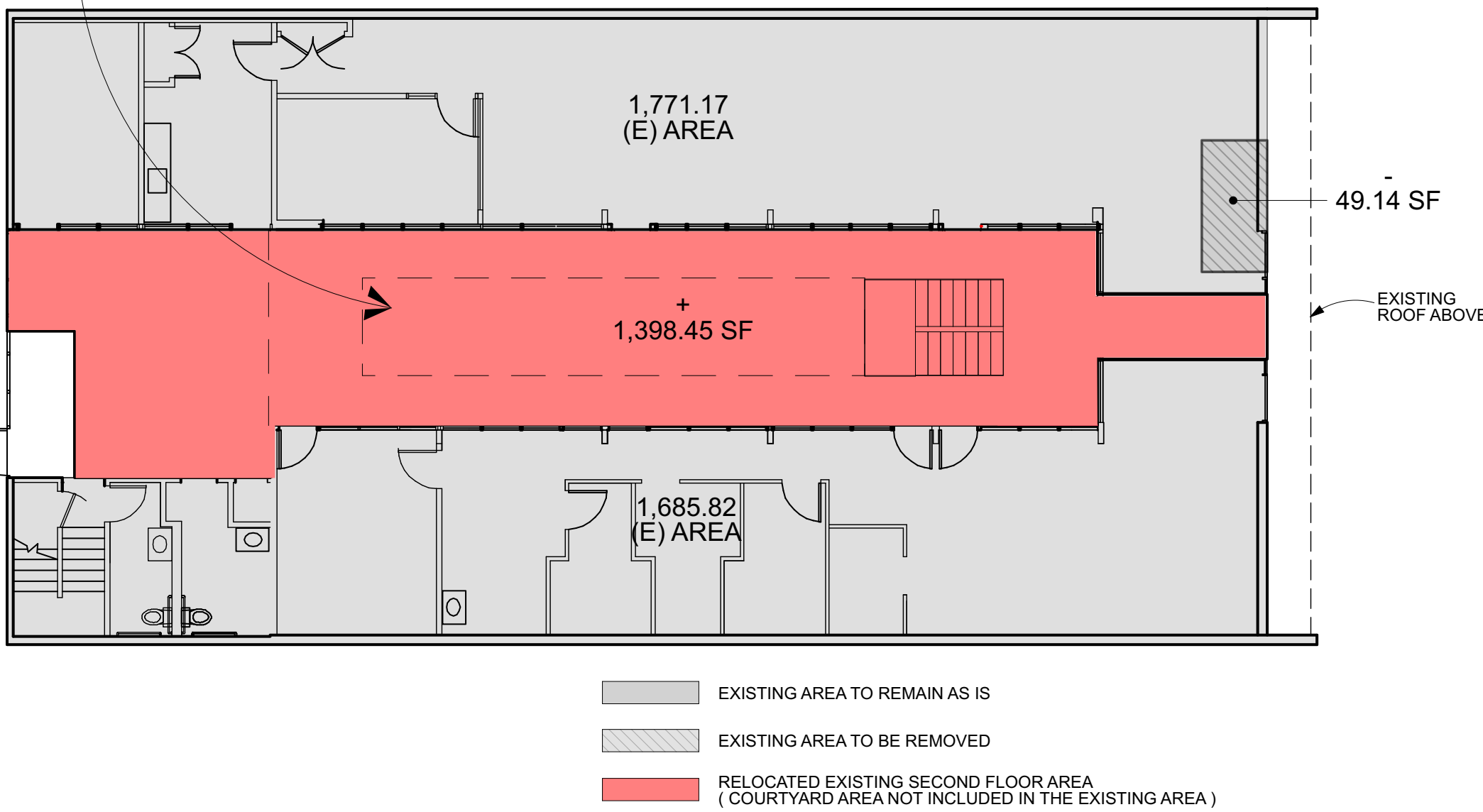
FLOOR AREA OPERATIONS EXISTING PLAN OVERLAY- EXISTING SECOND FLOOR
SCALE: 3/32" = 1'-0"

5



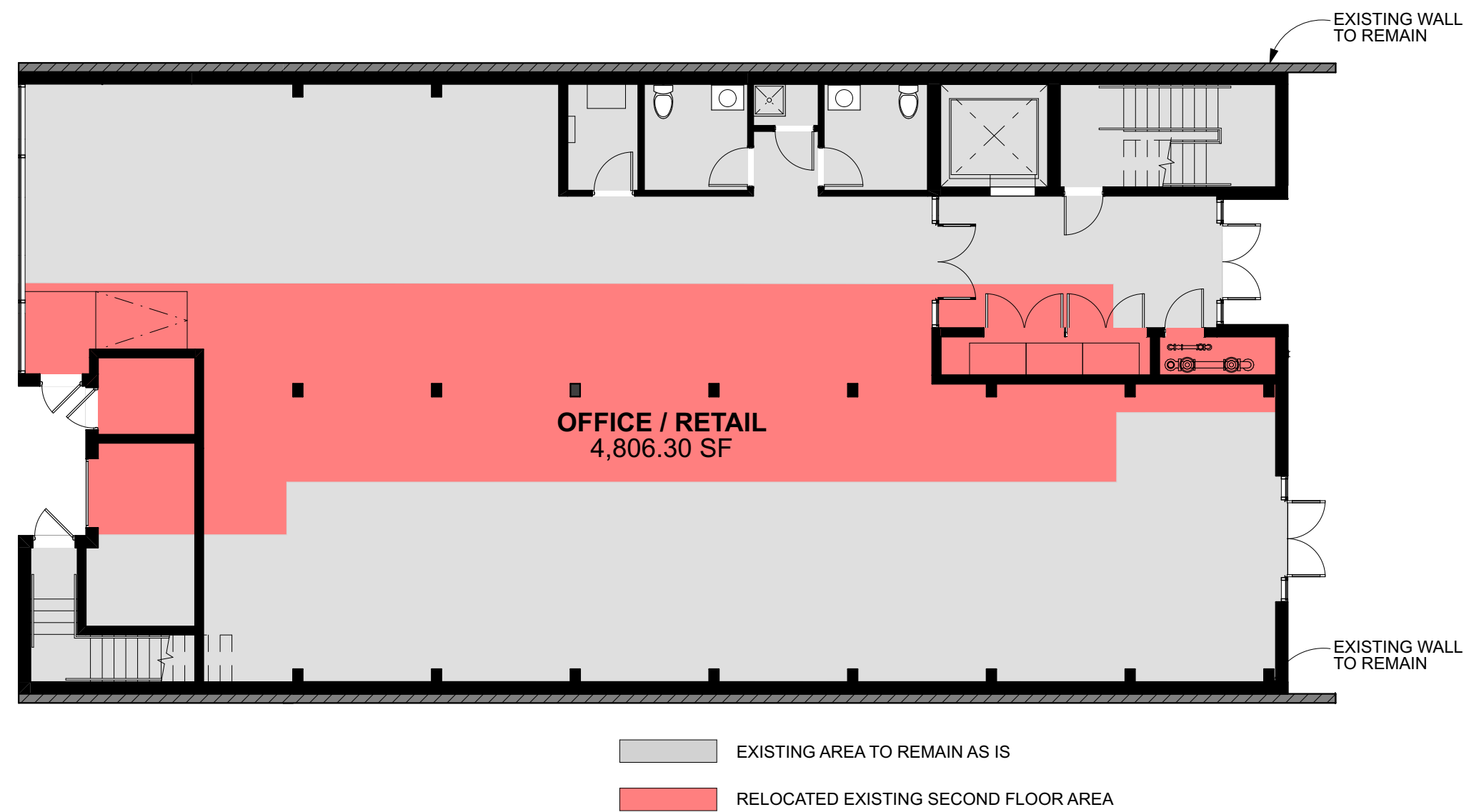
FLOOR AREA OPERATIONS NEW PLAN OVERLAY - PROPOSED SECOND FLOOR
SCALE: 3/32" = 1'-0"

2



FLOOR AREA OPERATIONS EXISTING PLAN OVERLAY - EXISTING FIRST FLOOR
SCALE: 3/32" = 1'-0"

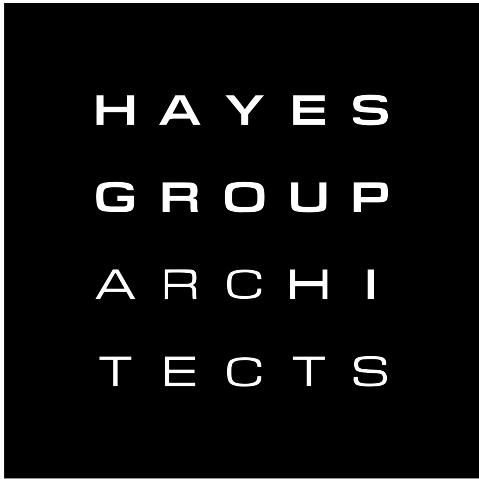
4



FLOOR AREA OPERATIONS NEW PLAN OVERLAY - PROPOSED FIRST FLOOR
SCALE: 3/32" = 1'-0"

1

FLOOR AREA OPERATIONS SUMMARY	
FIRST FLOOR	
EXISTING AREA	3,456.99 SF
RELOCATED FROM 2ND FLOOR	+1,398.45
EXISTING TO REMOVE	-49.14
	4,806.30
SECOND FLOOR	
EXISTING AREA	4,625.06
NEW AREA*	+16.42
RELOCATED TO FIRST FLOOR	-1,398.45
EXISTING TO REMOVE	-200.23
	3,042.80
THIRD FLOOR	
EXISTING TO REMAIN	275.54
NEW AREA*	+2,083.58
	2,359.12
TOTAL	10,208.22
* 1,600 SF TDR + 500 SF ADA = 2,100 SF NEW AREA	



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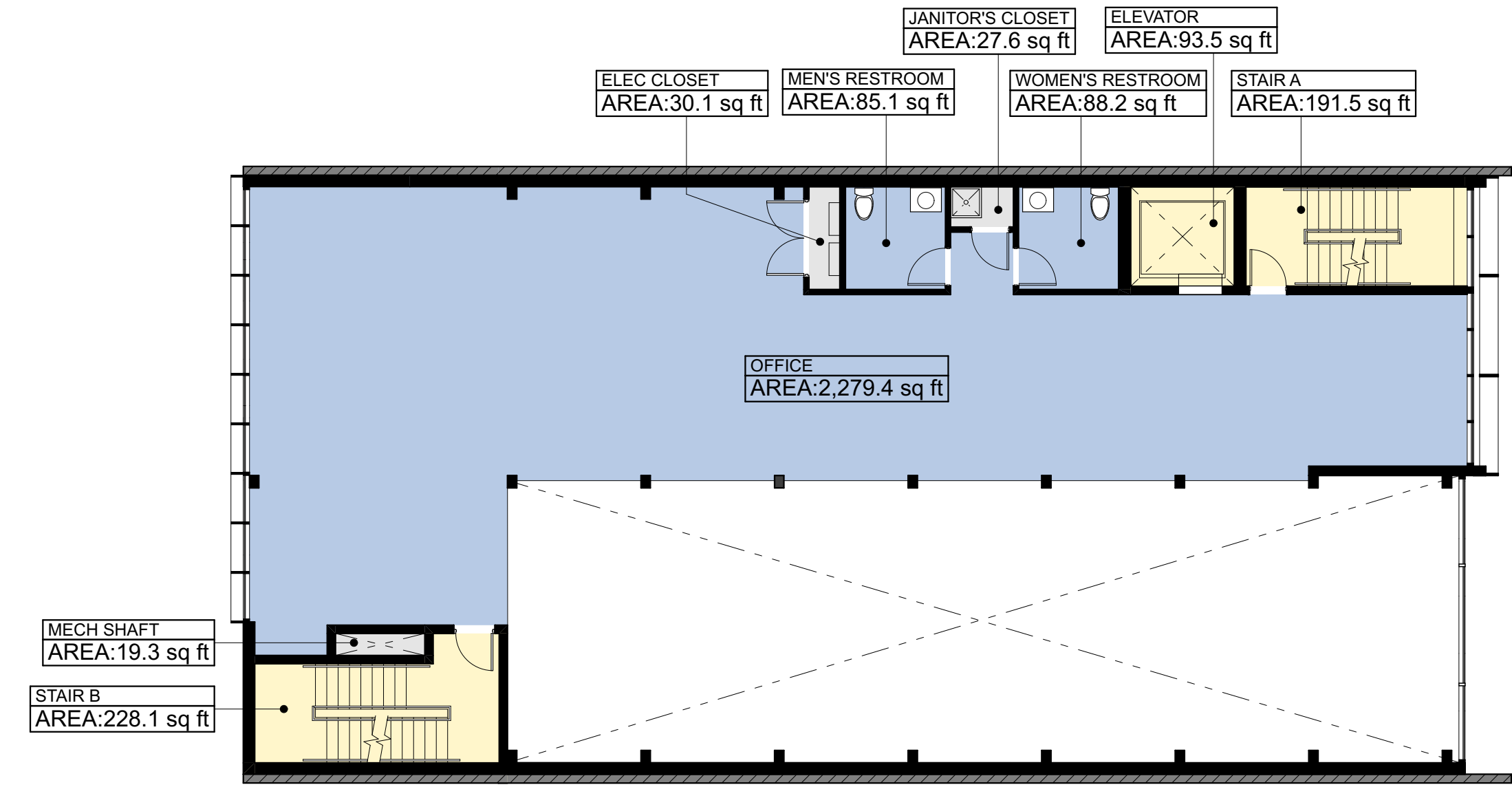
NO. DESCRIPTION: DATE:

DRAWING CONTENT
FLOOR AREA
OPERATIONS SUMMARY
CHART & DIAGRAMS

STAMP

JOB NUMBER:
2123.00
SCALE:
AS NOTED
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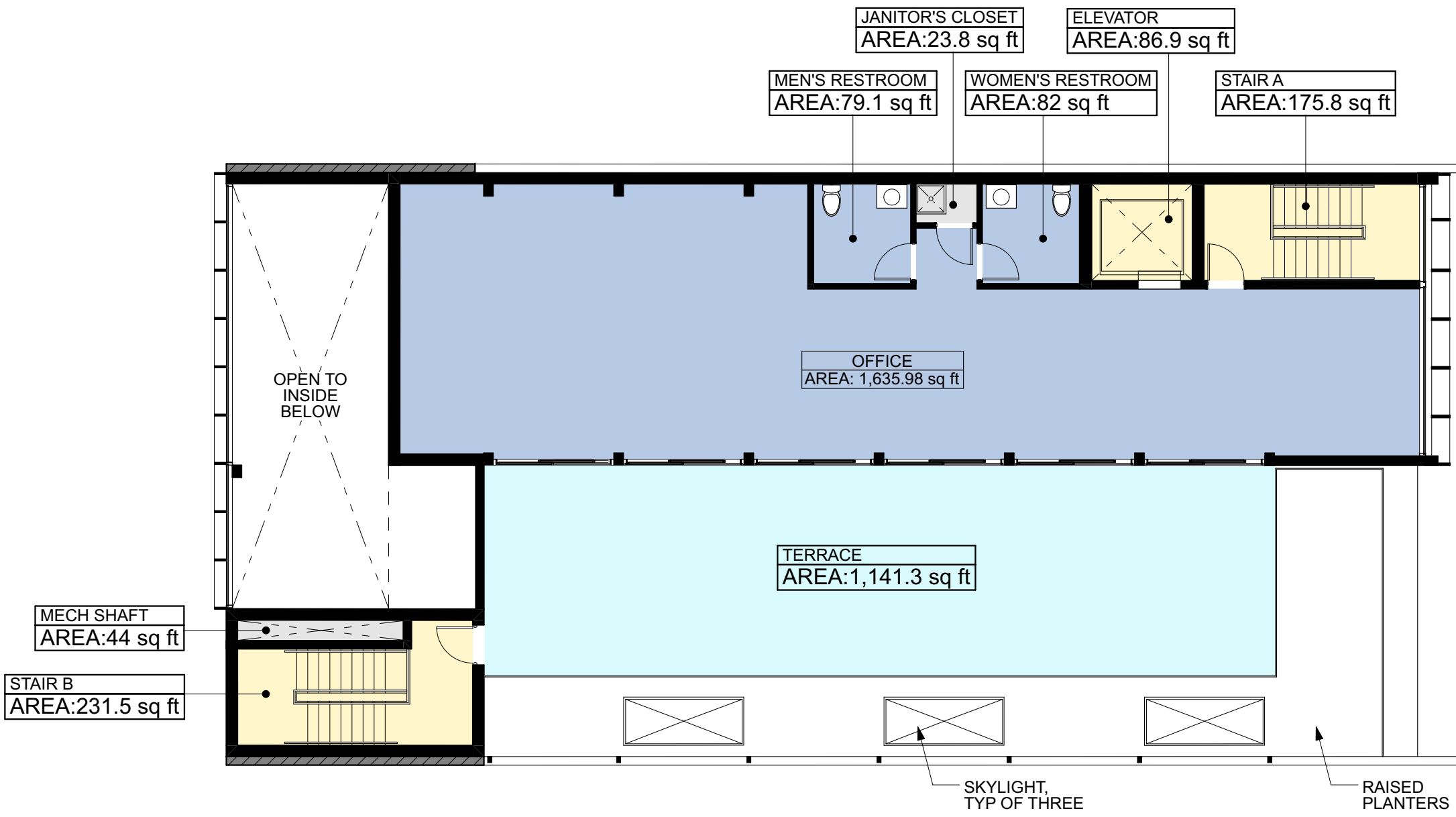
A0.6



SECOND FLOOR AREA DIAGRAM

SCALE: 3/32" = 1'-0"

2



THIRD FLOOR AREA DIAGRAM

SCALE: 3/32" = 1'-0"

3



FIRST FLOOR AREA DIAGRAM

SCALE: 3/32" = 1'-0"

1

AREA SUMMARY	
FIRST FLOOR	
ENTRY VESTIBULE 101	244.30
OFFICE / RETAIL 102	3,610.10
RESTOOOM	85.10
RESTOOOM	88.20
JANITOR'S CLOSET	27.60
STAIR A	187.30
STAIR B	113.70
ELEVATOR	93.50
ELEVATOR MACHINE RM	62.30
ELECTRICAL ROOM	62.20
TRASH & RECYCLE	134.50
BICYCLE ROOM	56.70
FIRE RISER CLOSET	40.80
SUB-TOTAL	4,806.30
SECOND FLOOR	
OFFICE 202	2,279.40
RESTOOOM	85.10
RESTOOOM	88.20
JANITOR'S CLOSET	27.60
STAIR A	191.50
STAIR B	228.10
ELEVATOR	93.50
ELECTRICAL ROOM	30.10
MECH SHAFT	19.30
SUB-TOTAL	3,042.80
THIRD FLOOR	
OFFICE 302	1,635.98
RESTOOOM	79.10
RESTOOOM	82.00
JANITOR'S CLOSET	23.80
STAIR A	175.80
STAIR B	231.50
ELEVATOR	86.90
MECH SHAFT	44.04
SUB-TOTAL	2,359.12
TOTAL	10,208.22
ROOF TERRACE	1,141.30

PARKING SUMMARY	
VEHICULAR PARKING REQUIREMENT	
EXISTING FLOOR AREA = 8,357.59 SF	
EXISTING ASSESSMENT ON EXISTING BUILDING	33
NEW FLOOR AREA = 10,208.22 SF	
NO PARKING REQUIRED PURSUANT TO AB 2097; PROJECT IS WITHIN ONE HALF MILE OF A MAJOR QUALITY TRANSPORTATION STOP (CALTRAIN STATION)	
BICYCLE PARKING SUMMARY	
NOTE: BICYCLE PARKING PER PAMC 18.52.040 TABLE 2 MINIMUM OFF-STREET PARKING REQUIREMENTS FOR PARKING ASSESSMENT DISTRICTS.	
1 SPACE PER 2,500 SF; 40% = LT, 60% = ST	
GROSS FLOOR AREA = 10,208.22 SF / 2,500 SF	4
LONG TERM PARKING SPACES (40%)	REQUIRED PROVIDED
OFFICE	(1.6) OR 2 2
SHORT TERM PARKING SPACES (60%)	REQUIRED PROVIDED
OFFICE	(2.4) OR 2 2
SEE A1.0 FOR SHORT TERM AND A2.1 FOR LONG TERM BICYCLE STORAGE LOCATIONS.	



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DRAWING CONTENT
PROPOSED FLOOR AREA
SUMMARY CHARTS &
DIAGRAMS

STAMP

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PROPOSED SITE PLAN

STAMP

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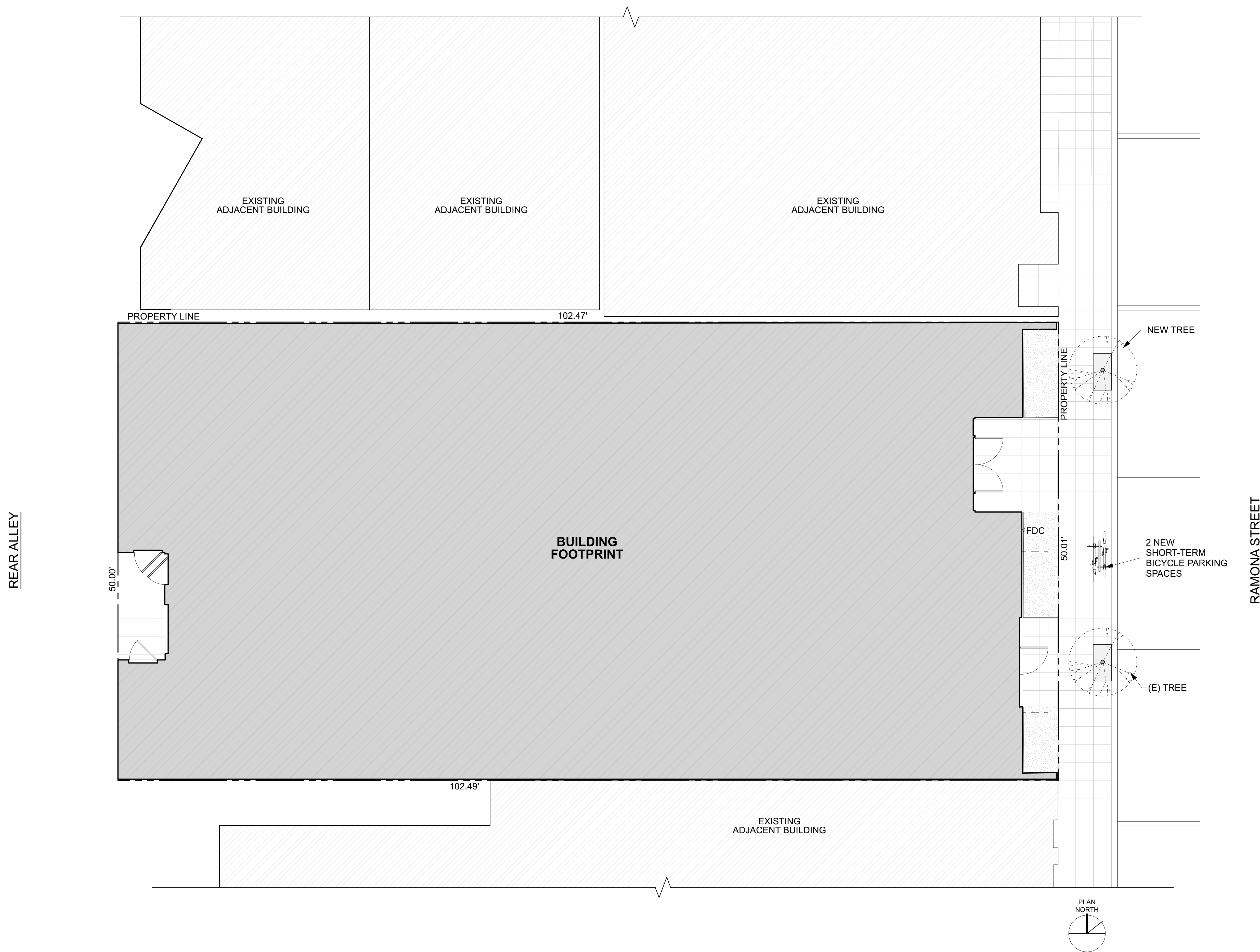
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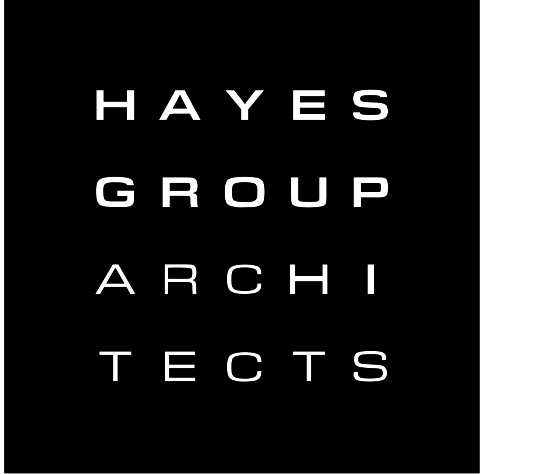
DRAWING NUMBER

A1.0





AREA SUMMARY	
FIRST FLOOR	
ENTRY VESTIBULE 101	244.30
OFFICE / RETAIL 102	3,610.10
RESTOOOM	85.10
RESTOOOM	88.20
JANITOR'S CLOSET	27.60
STAIR A	187.30
STAIR B	113.70
ELEVATOR	93.50
ELEVATOR MACHINE RM	62.30
ELECTRICAL ROOM	62.20
TRASH & RECYCLE	134.50
BICYCLE ROOM	56.70
FIRE RISER CLOSET	40.80
SUB-TOTAL	4,806.30
SECOND FLOOR	
OFFICE 202	2,279.40
RESTOOOM	85.10
RESTOOOM	88.20
JANITOR'S CLOSET	27.60
STAIR A	191.50
STAIR B	228.10
ELEVATOR	93.50
ELECTRICAL ROOM	30.10
MECH SHAFT	19.30
SUB-TOTAL	3,042.80
THIRD FLOOR	
OFFICE 302	1,635.98
RESTOOOM	79.10
RESTOOOM	82.00
JANITOR'S CLOSET	23.80
STAIR A	175.80
STAIR B	231.50
ELEVATOR	86.90
MECH SHAFT	44.04
SUB-TOTAL	2,359.12
TOTAL	10,208.22
ROOF TERRACE	1,141.30



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PROPOSED FIRST FLOOR PLAN

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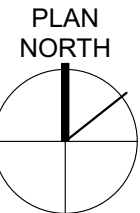
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D. DESCRIPTION: DATE:[illegible]

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DRAWING NUMBER



NO. DESCRIPTION: DATE:

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PROPOSED ROOF PLAN

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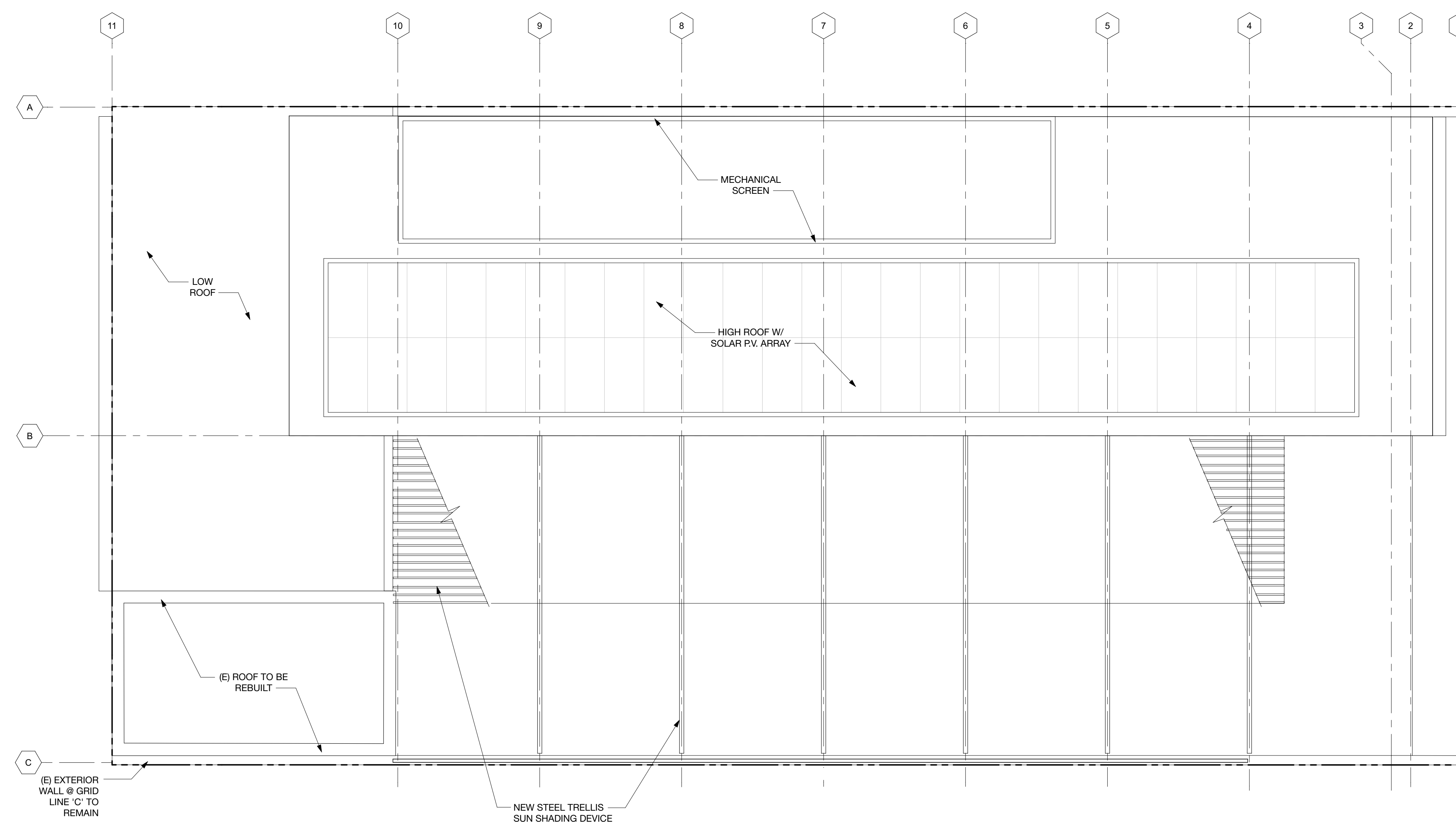
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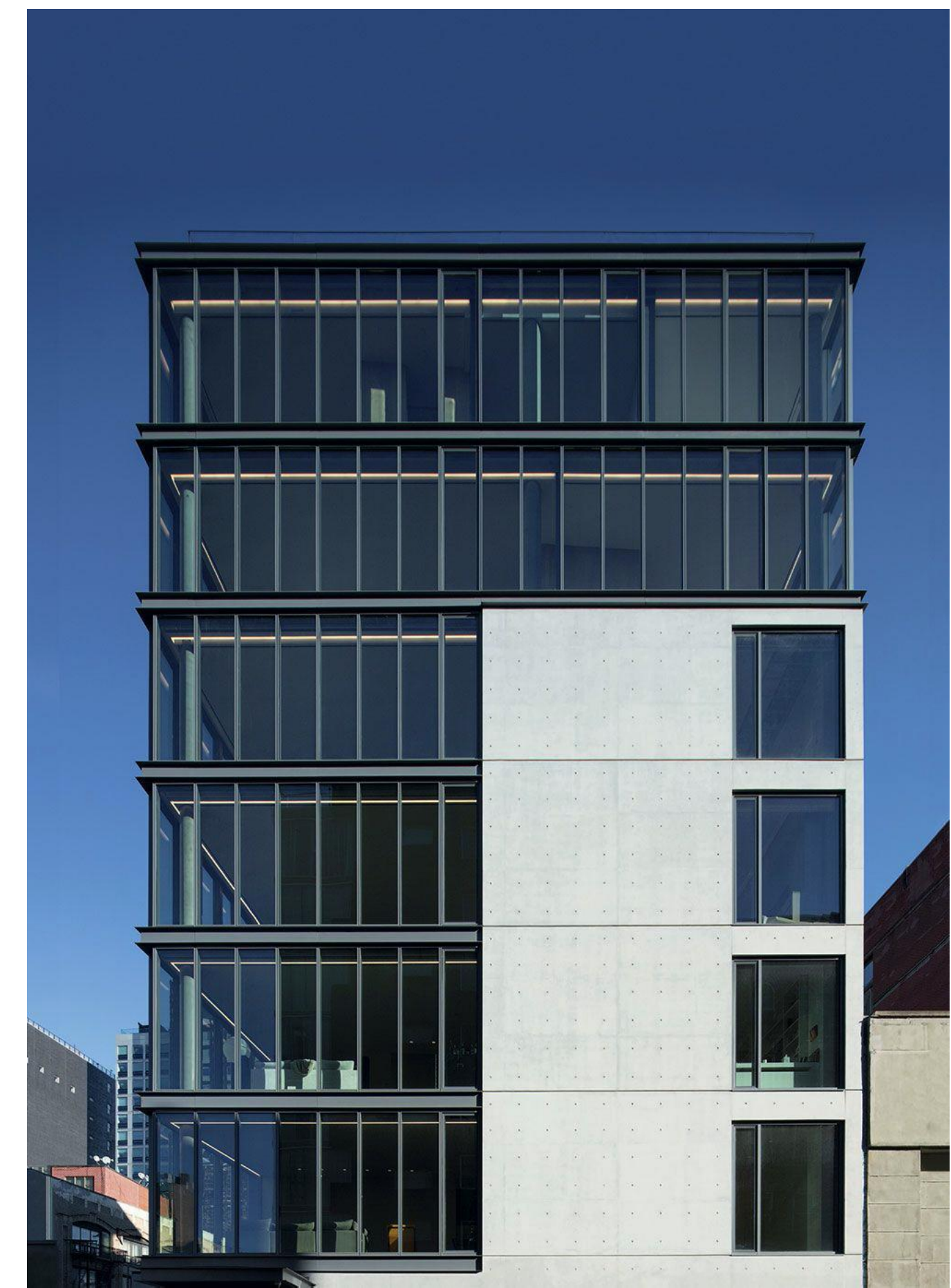
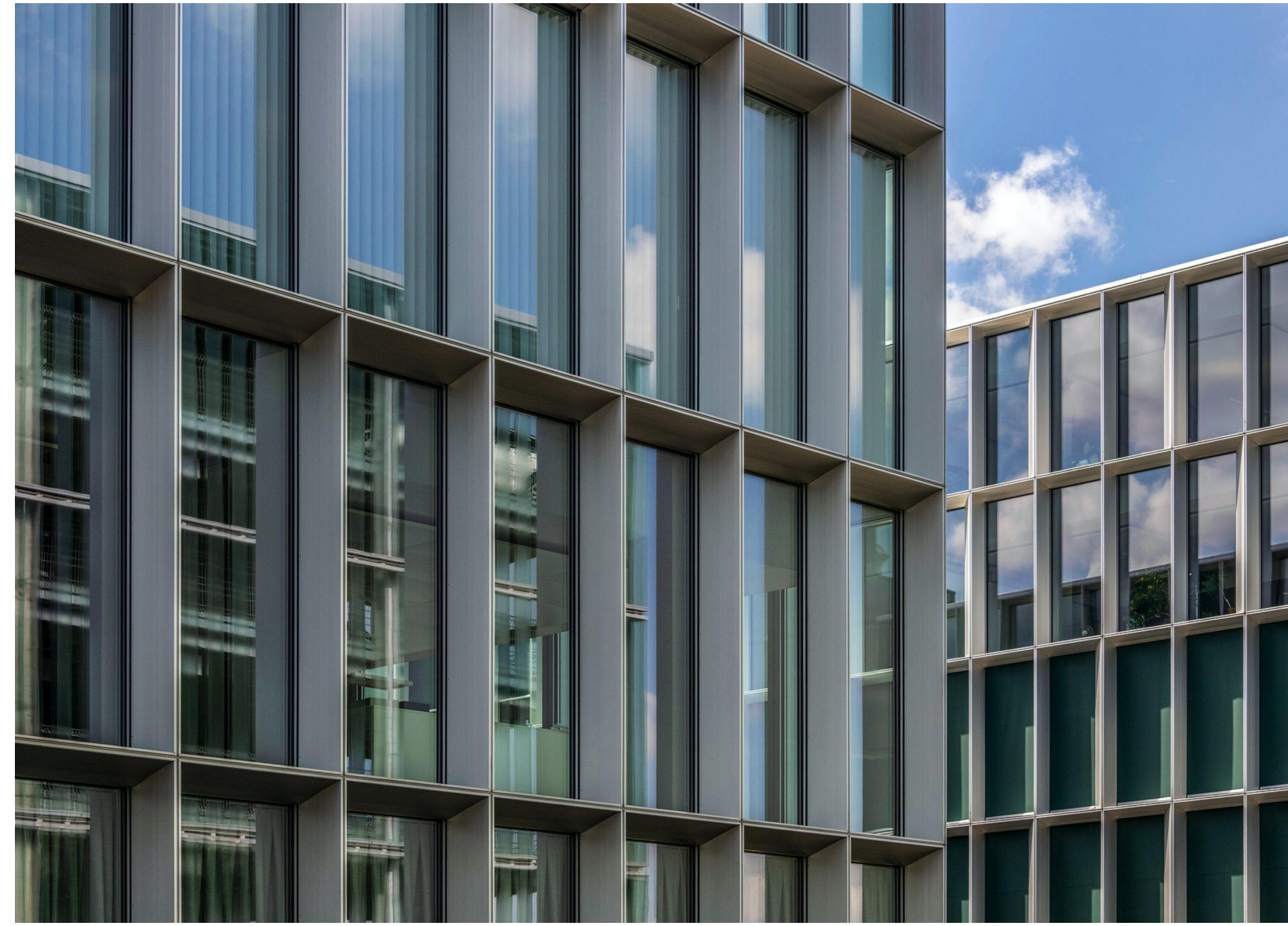
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A2.4





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A3.0

EXTERIOR FINISH LEGEND

C1	CONCRETE BOARD FORMED NATURAL LOW CARBON CONCRETE
G1	CLEAR HIGH PERFORMANCE GLAZING
M1	METAL PANEL - DARK BRONZE
P1	CEMENT PLASTER - GREY

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NO. DESCRIPTION: DATE:

LEFT ELEVATION & BUILDING SECTION

SCALE: 3/16" = 1'-0"

2

FRONT ELEVATION; RAMONA STREET

SCALE: 3/16" = 1'-0"

1

DRAWING CONTENT
PROPOSED ELEVATIONS
& BUILDING SECTION

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A3.1

Date: 8/16/23
File Name: 616 Ramona_BIM_Arch

REAR ELEVATION

SCALE: 3/16" = 1'-0"

3

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DRAWING CONTENT
PROPOSED BUILDING
CROSS SECTION

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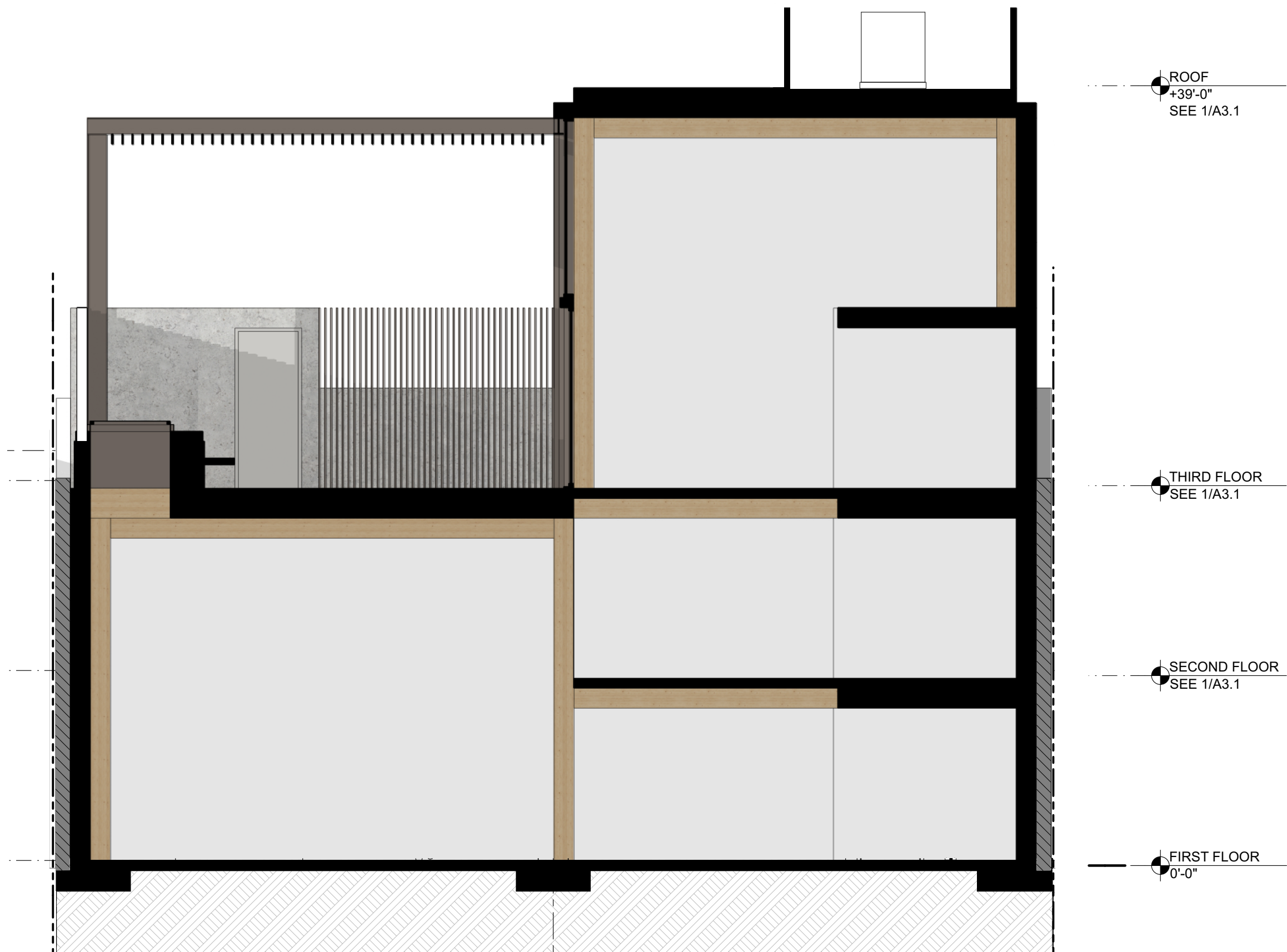
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A3.2



PROPOSED BUILDING CROSS SECTION

SCALE: 3/16" = 1'-0"



VIEW TOWARD SECONDARY ENTRY

4



VIEW FROM NORTH

2



VIEW TOWARD LOBBY ENTRY

3



VIEW FROM SOUTHEAST

1

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PERSPECTIVE RENDERINGS

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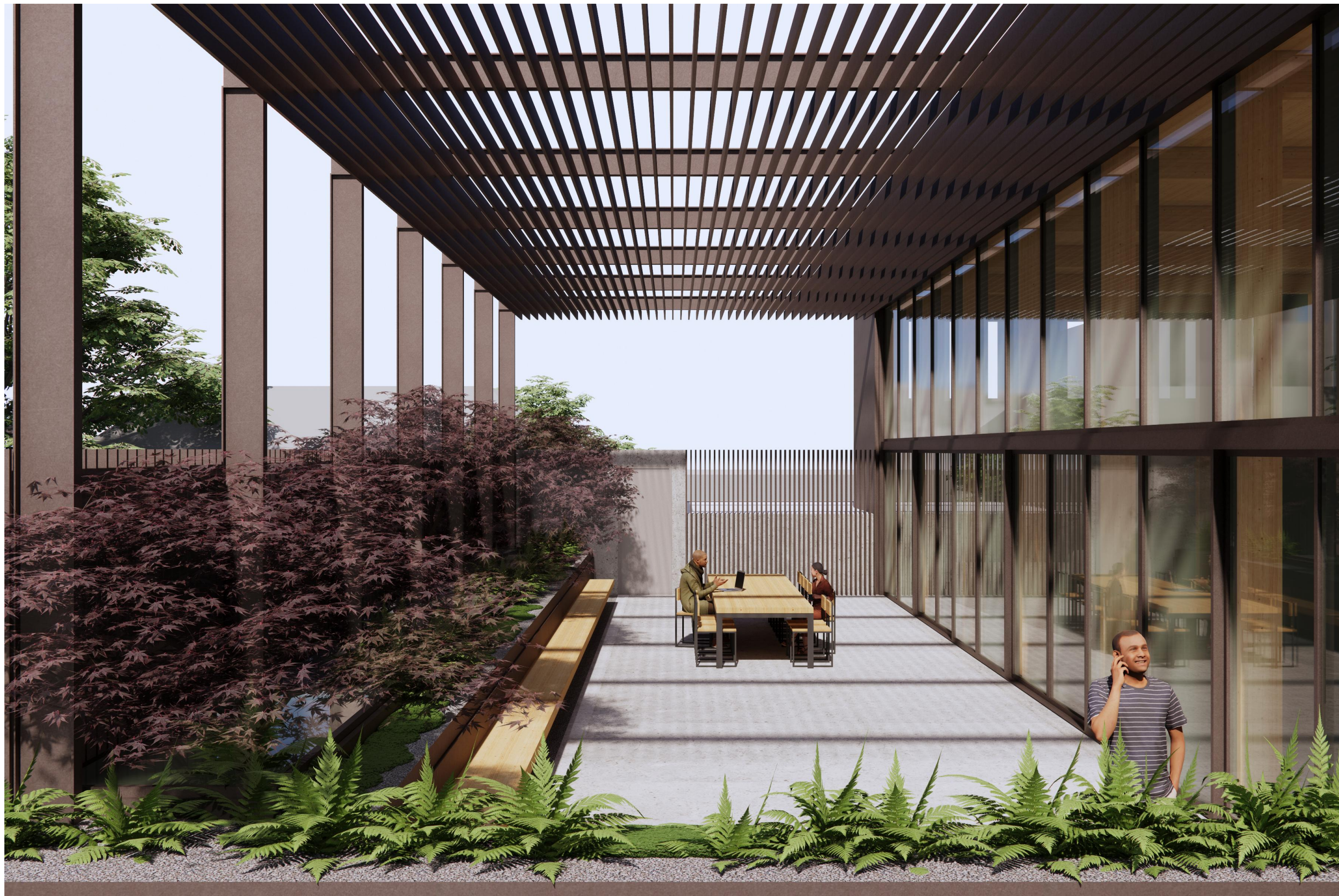
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AERIAL VIEW FROM SOUTHEAST

2



VIEW OF ROOF TERRACE FROM EAST

1


Make sure your crews and subs do the job right!

Fenced enclosures around trees are essential to protect them by keeping the foliage canopy and branching structure clear from contact by equipment, materials and activities,

preserving roots and soil conditions in an intact and non-compacted state, and identifying the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted,

unless otherwise approved. An approved tree protection report must be added to this sheet when project activity occurs within the TPZ of a regulated tree.

For detailed information on Palo Alto's regulated trees and protection during development, review the **City Tree Technical Manual** (TTM) found at www.cityofpaloalto.org/trees/.



TREE DISCLOSURE STATEMENT

CITY OF PALO ALTO
 Planning Division, 250 Hamilton Avenue
 Palo Alto, CA 94301
 (650) 329-2441
<http://www.cityofpaloalto.org>

Palo Alto Municipal Code, Chapter 8.10.040, requires disclosure and protection of certain trees located on private and public property and that they be shown on approved site plans. A completed disclosure statement must accompany all building permit applications that include exterior work, all demolition or grading permit applications, or other development activity.

PROPERTY ADDRESS: _____

Are there Regulated* trees on or adjacent to the property? ☐ YES ☐ NO (If no, proceed to Section 4)

[Sections 1 - 4 MUST be completed together by the applicant. Please circle and/or check where applicable.]

1. Where are the trees? Check those that apply. **Plants must be submitted showing over 4" diameter trees**

☐ On the property
☐ On adjacent property overhanging the project site
☐ In the city planter strip or right-of-way easement within 30' of property line (Street Trees)*

*Street trees **require special protection by a fenced enclosure**, per the attached instructions. Prior to receiving your permit, you must provide an authorized Street Tree Protection Verification form by calling Public Works Operations at 493-3953 for inspection of required type I, II or III fencing (see attached Detail #605).

2. Are there any Protected or Designated* Trees? ☐ YES (check where applicable) ☐ NO

☐ Protected Tree (s)
☐ Designated Tree (s)
☐ On or overhanging the property

*Protection of Regulated trees during development requires that (1) Plans must show the measured trunk diameter and canopy projection. (2) Plans must denote, as a bold dashed line, a fenced enclosure area out to the drip-line, per Sheet T-1 and Detail #605 - <http://www.cityofpaloalto.org/trees/forms.htm> (See also Table 2.15 for area to be fenced)

3. Is there activity or grading within the dripline* (radius 10 times the trunk diameter) of these trees? ☐ YES ☐ NO

If yes, a Tree Preservation Report must be prepared by an ISA certified arborist and submitted for staff review (see TTM - Section 6.25). Attach this report to Sheet T-1, "Tree Protection, its Part of the Plan", per Site Plan Requirements.

4. Are the Site Plan Requirements** completed? ☐ YES ☐ NO

*Protection of Regulated trees during development requires that (1) Plans must show the measured trunk diameter and canopy projection. (2) Plans must denote, as a bold dashed line, a fenced enclosure area out to the drip-line, per Sheet T-1 and Detail #605 - <http://www.cityofpaloalto.org/trees/forms.htm> (See also Table 2.15 for area to be fenced)

I, the undersigned, agree to the conditions of this disclosure. I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement constitutes a violation of the Palo Alto Municipal Code Section 8.10.040, which can lead to criminal and/or civil legal action.

Signature: _____

Print: _____

Date: _____

FOR STAFF USE:

Protective Fencing
 Sections 5-6 must be completed by staff for the issuance of any development permit (demolition, grading or building permit).

5. Protected Trees. The specified tree fencing is in place. A written statement is attached verifying that protective fencing is correctly in place around protected and/or designated trees. ☐ YES ☐ NO

(N/A if there are no protected trees, check here) ☐ YES ☐ NO

6. Street Trees. A signed Public Works Street Tree Protection Verification form is attached. ☐ YES ☐ NO


(N/A if there are no street trees, check here)

*Regulated Tree - a) Street trees - trees on public property; b) Protected trees - Coast Live Oaks or Valley Oaks which are 11.2" in diameter and larger. Other trees 11.2" or greater in diameter and Heritage trees are trees designated by City Council; and, c) Designated Trees - commercial or non-residential property trees, which are part of an approved landscape plan.

Palo Alto Tree Technical Manual (http://www.cityofpaloalto.org/planning-community/tree_technical_manual.html) contains instructions for all requirements on this form, available at

S:\Plan\Std\Arborist\Tree Protection Info\Tree Disclosure Statement

Revised 08/06




City of Palo Alto

250 Hamilton Avenue, Palo Alto, CA 94301

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Tree Technical Manual

To purchase the Tree Technical Manual

June, 2001 First Edition

View by section:


- Table of Contents (PDF, 87Kb)
- Intent and Purpose (PDF, 1.05MB)
- Introduction - Use of Manual (PDF, 1.05MB)
- Section 1.0 - Definitions (PDF, 1.66Kb)
- Section 2.0 - Protection of Trees During Construction (PDF, 259Kb)
- Section 3.0 - Removal, Replacement & Planting of Trees (PDF, 117Kb)
- Section 4.0 - Hazardous Trees (PDF, 105Kb)
- Section 5.0 - Tree Maintenance Guidelines (PDF, 110Kb)
- Section 6.0 - Tree Reports (PDF, 44Kb)

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APPENDICES

- Palo Alto Municipal Code Chapter 8.10, Tree Preservation & Management Regulations
- Tree City - USA
- ISA Hazard Evaluation Form
- List of Inherent Failure Patterns for Selected Species (Reference source)
- ISA Tree Pruning Guidelines (PDF, 1.89Mb)
- Tire Tree Care Safety Standards, ANSI Z153.1-1994 (Reference source)
- GFCU Pruning Performance Standards, ANSI A300-1995 (Reference source) H: Planning Detail, Diagram 504 & 505
- I: Tree Disclosure Statement
- J: Palo Alto Standard Tree Protection Instructions



For written specifications associated with illustration below, see Public Works Specifications Section 31

Detailed specifications are found in the Palo Alto Tree Technical Manual (TTM) (www.ci.paloalto.org/trees)

Tree Protection Zone (TPZ) shown in gray (radius of TPZ equals 1/10th the diameter of the tree or 10-foot, whichever is greater).

- Restricted activity area – see Tree Technical Manual Sec 2.1(5)(c).
- Restricted tree removal area – see Tree Technical Manual Sec 2.2(C)(D), any proposed trench or form work within TPZ of a protected tree requires approval from Public Works Operations. Call 650-496-9593.

Type I Tree Protection

For all Ordinance Protected and Designated Trees, as described in the tree schedule, tree preservation requires (TPR) prepared by the applicant's project architect as diagramed on the plan.

Note: Ordinance Protected & Designated Trees. Issuance of a permit requires applicant's installed correct written verification Type I is installed correctly according to the plans and Tree Preservation Report

4.5 ft x 11 inch bamboo fence
6-foot high chain link fence
10-foot TPZ
2-inch Orange Plastic Fencing
Restricted tree removal area

Type II Tree Protection

2-inch Orange Plastic Fencing oriented with the TPZ
2-inch Thick Wooden Wall
10-foot TPZ
Restricted tree removal area

Note: Street Trees. Issuance of a permit requires Public Works Operations' inspection and signed approval on the Street Tree Verification (STV) form provided.

Type III Tree Protection

(To be used only, with approval of Public Works Operations)

Tree fencing is required and shall be erected before demolition, grading or construction begins.

Rev.	By	Date
01	JWH/1	12/18/92
01	DS	08/04/04
01	DS	08/10/06

Scale: NTS

Tree Protection During Construction

City of Palo Alto Standard

Approved by: **Dave Dockter**

PE No: **2006**

Dwg No: **605**

		PALO ALTO STREET TREE PROTECTION INSTRUCTIONS —SECTION 31—		APPROVAL J
31-A	General	<p>a. Tree protection has three primary functions: 1) to keep the foliage canopy and branching structure clear from contact by equipment, materials and activities; 2) to preserve roots and soil conditions in an intact and non-compacted state; and 3) to identify the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted to those otherwise approved.</p> <p>b. The Tree Protection Zone (TPZ) is a restricted area around the base of the tree with a radius of ten-times the diameter of the tree's trunk (measured at 4.5 feet above the ground), including any existing fencing.</p>		
31-B	Reference Documents	<p>a. Detail 068 (1) - Illustration of situations described below.</p> <p>b. Tree Technical Manual (TTM) for trees: http://www.paloalto.gov/trees/</p> <p>c. 1. Treating Restrictions Zones (TRM, Section 2.0-3C)</p> <p>d. Arborist Inspection Protocol (TTP, Section 3.0-3)</p> <p>e. Site Fencing Manual (TTP, Section 3.0-3.5)</p> <p>f. Tree Debris Removal (TTP, Section 3.0-3.6)</p> <p>g. Street Tree Verification (STV) Form: http://www.paloalto.gov/trees/stv-form/</p>		
31-B	Excavation	<p>a. Type I Tree Protection: The fence shall enclose the entire TPZ of the tree(s) to be protected throughout the life of the construction project. In steep parking areas, if fencing is located on a slope or across a cut that will not be demolished, then the posts may be supported by an appropriate grade-level concrete base, if approved by Public Works Operations.</p> <p>b. Type II Tree Protection: For trees situated within a planting strip, only the planting strip and yard side of the TPZ shall be enclosed with the required chain link protective fencing in order to keep the sidewalk and streets open for public use.</p> <p>c. Type III Tree Protection: To be used only with approval of Public Works Operations. Trees situated in a tree well or sidewalk planter shall be wrapped with 2-inches of orange plastic fencing from the ground to the first branch and overlaid with 2-inch black wooden chain bound crossties (flats shall not be allowed to dig into the ground). During installation of the plastic fencing, caution shall be used to avoid damaging any branches. Major limbs may also require plastic wrapping to protect them from the City Arborist.</p> <p>d. Size, type and area to be fenced. All trees to be protected shall be protected with six (6') high chain link fencing. Fences to be installed shall be constructed of 1/2" x 4" x 10' galvanized steel pipe set into the ground to a depth of least 6" and no more than 16" on-foot spacing. Fencing shall extend to the outer branching, unless specifically approved by the STV form.</p> <p>e. Warning signs. A warning sign shall be weather proof and prominently displayed at each corner of 26-foot intervals. The sign shall be minimum 8-inches x 11-inches and clearly state in half inch tall letters: "WARNING: Tree Protection Zone - No Entry". The fence shall not be removed and replaced with a line according to PAMC Section 8.10.110.</p> <p>f. Excavation. Tree fencing shall be erected before demolition, grading or construction begins and remain in place until final inspection of the project, except for work specifically allowed in the TPZ. Work or work within the TPZ requires approval after the project is inspected by City Arborist (in the case of a TPZ violation). Street Tree Excavations within the public right of way require a Street Work Permit from Public Works.</p>		
	During construction	<p>a. All neighbors' trees that overhang the project site shall be protected from impact of any kind.</p> <p>b. The applicant shall be responsible for the repair or replacement plus penalty of any publicly owned trees that are damaged during the construction project, pursuant to Section 8.08.010 of the Palo Alto Municipal Code.</p> <p>c. The following tree preservation measures apply to all trees to be retained:</p> <p>d. No storage of material, output, vehicles or equipment shall be permitted within the TPZ.</p> <p>e. The ground under and around the tree canopy shall not be altered.</p> <p>f. Trees to be retained shall be irrigated and watered as necessary to ensure survival.</p>		
END OF SECTION				
City of Palo Alto 2004 Standard Drawings and Specifications Street Tree Verification Document, PWSL Section 31				
				Revised 08/06

Table 2-2 Palo Alto Tree Technical Manual

CONTRACTOR & ARBORIST INSPECTION SCHEDULE

Reference: the Palo Alto Tree Technical Manual is available at www.cityofpaloalto.org/environment/

ALL CHECKED ITEMS APPLY TO THIS PROJECT:

☒ 1 **Inspection of Protective Tree Fencing:** For Public Trees, the Street Tree Verification Form shall be signed by the City Arborist. For Protected Trees, the project site arborist shall provide as a initial Monthly Tree Activity Report form with a photograph verifying that he has conducted a field inspection of the trees and that the correct type of protective fencing is in place around the designated tree removal area (TZP) prior to issuance of a demolition, grading, or building permit. (See TTM, Verification of Tree Protection, Section 1.39).

☒ 2 **Pre-Construction Meeting:** Prior to commencement of construction, the applicant or contractor shall conduct a pre-construction meeting to discuss tree protection with the job site superintendent, grading operators, project site arborist, City Arborist, and, if a city maintained irrigation system is involved, the Parks Manager (Contact: (650)486-6962).

☒ 3 **Inspection of Rough Grading or Trenching:** Contractor shall ensure the project site arborist performs an inspection during a course of rough grading or trenching adjacent to or within the TZP to ensure trees will not be injured by compaction, cut or fill, drainage and trenching, and if required, install irrigation systems, tree wells, drains and special paving. The contractor shall provide the project arborist at least 24 hours advance notice of each activity.

☒ 4 **Monthly Tree Activity Report Inspections:** The project site arborist shall perform a minimum monthly activity inspection to monitor and assess on conditions, tree health and retention or, immediately, if there are any revisions to the approved plans or protection measures. The Tree Technical Manual Monthly Tree Activity Report format shall be used and sent to the Planning Dept. Landscape review staff no less than 14 days after issuance of building permit date. Tics to (650) 329-2154. See TTM, Monthly Tree Activity Inspection Report, Addendum 11 & section 117.

☒ 5 **Special activity within the Tree Protection Zone:** Work in the TZP area (see also #7 below) requires the direct onsite supervision of the project arborist (see TTM, Trenching, Excavation & Equipment, Section 2.30 C).


☐ 6 **Landscape Architect Inspection:** For discretionary development projects, prior to temporary or final occupancy the applicant or contractor shall schedule the Landscape Architect to perform an on site inspection of all plant stock, quality of the materials and planting (see TTM, Planning Department, Section 5.01 A.1) and that the irrigation is functioning consistent with the approved construction plans. The Planning Dept. Landscape review staff will be in receipt of written verification of Landscape Architect approval prior to scheduling the final inspection, unless otherwise approved.

☐ 7 **List Other (please describe as called out in the site Tree Preservation Report, Sheet T-1, T-2, etc.)**

*

*

*

	<p>City of Palo Alto Tree Department Public Works Operations PO Box 10250 Palo Alto, CA 94303 650-496-5953 FAX: 650-552-5289 treemanagement@cityofpaloalto.org</p>	<p>Verification of Street Tree Protection</p>
<p><i>Applicant Instructions: Complete upper portion of this form. Mail or FAX this form along with signed Tree Disclosure Statement to Public Works Dept. Public Works Tree Staff will inspect and notify applicant.</i></p>		
<p>APPLICATION DATE:</p>		
<p>ADDRESS/LOCATION OF STREET TREES TO BE PROTECTED:</p>		
<p>APPLICANT'S NAME:</p>		
<p>APPLICANT'S ADDRESS:</p>		
<p>APPLICANT'S TELEPHONE & FAX NUMBERS:</p>		
<p><i>This section to be filled out by City Tree Staff</i></p>		
<p>1. The Street Trees at the above address are NOT adequately protected. The type of protection used is:</p> <p style="text-align: right;">YES <input type="checkbox"/> NO* <input type="checkbox"/></p> <p style="text-align: right;">* If NO, go to #2 below</p>		
<p>Inspected by:</p>		
<p>Date of Inspection:</p>		
<p>2. The Street Trees at the above address are NOT adequately protected. The following modifications are required:</p> <p>Indicate how the required modifications were communicated to the applicant.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
<p><u>Subsequent Inspection</u></p>		
<p>Street trees at above address were found to be adequately protected:</p> <p style="text-align: right;">YES <input type="checkbox"/> NO* <input type="checkbox"/></p> <p style="text-align: right;">* If NO, indicate in "Notes" below the disposition of case.</p>		
<p>Inspected by:</p>		
<p>Date of Inspection:</p>		
<p>Notes: List City street trees by species, size, condition and type of tree protection installed. Also note if pictures were taken. Use back of sheet if necessary.</p>		
<p>Return approved sheet to Applicant for demolition or budding permit issuance.</p>		

Arboretur Firm Tree Here		City of Palo Alto Tree Technical Manual		ADDENDUM 11 <small>ECA/ISA Certified Arborist #PWB-006 CertiPro Cell #</small>	
Monthly Tree Activity Report- Construction Site					
Inspection Date:	Site address:	Contractor- Main Site Contact Information	#1: Job site superintendent	Company:	
Inspection #	Palo Alto, CA		Email:	Job site Office:	
			Cell:	Mail:	
		Also present:	_____ _____ _____		
Distribution:	1. City of Palo Alto 2. Others	Attn: Dave Becker	dave.becker@cityofpaloalto.org 650-329-2440		
<p>Provide the requested minimum information with each report; customer as necessary. To be completed by project site arborist. Send monthly to city arborist at above address upon completion. Use additional sheets as needed.</p>					
<ol style="list-style-type: none"> 1. Assignment Activity (Denolition/grading/sewer/trenching/foundation/list relevant events) <ol style="list-style-type: none"> a. Pre-construction meeting requirement with sub-contractors b. Inspect to verify that tree protection measures are in place c. Determine if field adjustments, watering or plan revisions may be needed 2. Field Observations (general site-wide and list by individual tree number) <ol style="list-style-type: none"> a. Tree Protection Fences (TPF) are ... b. Trenching has/will occur ... 3. Action Items (list site-wide, by tree number and date to be satisfied) and Date Due <ol style="list-style-type: none"> a. Tree Protection Fence (TPF) needed adjusting (see #s 3, 4) b. Root zone buffer material (wood chips) can be installed next c. Schedule sewer trench, foundation dug with ... 4. Photographs (use photos) 5. Tree Location Map (minimum 8.5 x 11 sheet) 6. Recommendations, notes or monitor items for project/ATM/schedule <div style="margin-left: 20px;"> * * </div> 7. Past visits (list carry-over items satisfied/still outstanding) <div style="margin-left: 20px;"> * * </div> 					
Respectfully submitted,					
Project site arborist Consultant contact information (include email, cell#, and mailing)					
Cc:					
Enter Date		CPA Monthly Tree Activity Report: Type site address here		Page #1 of 1	

---WARNING---
Tree Protection Zone

**This fencing shall not be removed without
City Arborist approval (650-496-5953)**

**Removal without permission is
subject to a \$500 fine per day***



****Palo Alto Municipal Code Section 8.10.110***

City of Palo Alto Tree Protection Instructions are located at <http://www.city.palo-alto.ca.us/trees/technical-manual.html>

SPECIAL INSPECTIONS	PLANNING DEPARTMENT
TREE PROTECTION INSPECTIONS MANDATORY	
<p>PALM & CO. PROTECTED TREES. CONTRACTOR SHALL ENSURE PROJECT SITE ARBORIST IS PERFORMING REQUIRED TREE INSPECTION AND SITE MONITORING. PROVIDE WRITTEN MONTHLY TREE ACTIVITY REPORTS TO THE PLANNING DEPARTMENT LANDSCAPE REVIEW STAFF BEGINNING 14 DAYS AFTER BUILDING PERMIT ISSUANCE.</p> <p>BUILDING PERMIT DATE: _____</p> <p>DATE OF 1ST TREE ACTIVITY REPORT: _____</p> <p>CITY STAFF: _____</p> <p>REPORTING DETAILS OF THE MONTHLY TREE ACTIVITY REPORT SHALL CONFORM TO SHEET T-1 FORMAT. VERIFY TREE PROTECTION MEASURES ARE IMPLEMENTED AND WILL INCLUDE PALM CONTRACTOR ACTIVITY SCHEDULED OR UNSCHEDULED, WITHIN A TREE PROTECTION ROOT ZONE. NON-COMPLIANCE IS PENALIZED AND WILL INCUR A FINE PALM 6.10.1080. REFERENCE: PALO ALTO TREE TECHNICAL MANUAL SECTION 2.00 AND ADDENDUM 11.</p>	

Apply Tree Protection Report on sheet(s) T-2

Use additional “T” sheets as needed

T-1	 <p>All other tree-related reports shall be added to the space provided on this sheet (adding as needed) Include this sheet(s) on Project Sheet Index or Legend Page. A copy of T-1 can be downloaded at http://www.cityofpaloalto.org/civica/filebank/blobdload.asp?BlobID=6460</p>	<p>Special Tree Protection Instruction Sheet</p> <p>City of Palo Alto</p> 	T-1
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