



PERMIT TO PLANT / REMOVE A TREE ON THE CITY EASEMENT

Complete this form and return it to:

**City of Los Altos
Maintenance Service Center, Parks Division
707 Fremont Ave. Los Altos, CA 94024**

Location of work: _____

Type of tree: _____

Type of work (Check the one that applies): **Removal** _____ **Planting** _____

Reason for removal: _____

Work is to be done at the property owner's expense.

Applicant Name: _____

Address: _____

Telephone#: _____ **Email:** _____

Applicant signature: _____ **Date of Application:** _____

Contractor: _____ **Telephone #** _____

FOR CITY USE:

Staff Evaluation: _____

Permit Authorized: _____ **Denied** _____

Parks Supervisor Signature: _____

Date: _____

GENERAL REQUIREMENTS:

1. The Maintenance Division (650/947-2785) and Police Department (650/947-2770) shall be notified at least 24 hours before beginning any work in the public right of way.
2. A copy of this permit must be kept on the job site, or work may be terminated by Police Officers on patrol until compliance with this requirement is made.
3. A condition of this permit includes the removal of any stump from the tree removal.
4. Property owner shall indemnify and hold harmless the City of Los Altos and its officers, officials, employees, and agents from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recoverable against it or them by reason of any act, error or omission of the Property owner, his agents or employees, in the performance of the work.
5. Permit valid for 60 days.

Distribution: Original – Applicant Copies: MSC, Engineering