



TOWN OF PORTOLA VALLEY
PLANNING DEPARTMENT
765 PORTOLA ROAD
PORTOLA VALLEY, CA 94028
TEL. (650) 851-1700 • FAX (650) 851-4677

CONSTRUCTION STAGING & TREE PROTECTION CHECKLIST

❖ Construction Staging Plan shall include:

- Construction access (existing driveway and parking areas to remain through end of construction where possible). If existing driveway cannot be retained, the access must conform to NPDES/STOPPP specifications. All temporary access roads shall be restored prior to final inspection and reseeded areas shall use a Town approved seed mix (see Seed Mix list).
- Location of trail easements
 - Trails to be kept clear of all materials, equipment, vehicles, etc.
- Location of on-site construction vehicle parking
- Location of material & equipment storage
 - Using streets and cul-de-sac areas for materials or equipment is prohibited
 - Store materials/equipment away from tree protection areas
- Location of job trailer
 - Must not be within building setbacks
- Location of sanitary facility
 - Must be screened from neighbor views
 - Must not be within building setbacks
 - Green or brown color preferred
- Location of any storage units and dumpsters
 - Must not be in the public right-of-way
 - Must not be within building setbacks
- Location, type, and height of construction fencing
- Notation that Portola Valley construction hours are limited to Monday through Friday only between 8:00 a.m. and 5:30 p.m. There shall be no deliveries or running of equipment prior to 8:00 a.m. Failure to comply with Town construction hours may result in a Stop Work Notice.
- Notation that at no time shall the street be closed or blocked. Flagmen shall be used at all times when deliveries or construction restrict any portion of the right of way.
- Notation that on-street vehicle parking shall be limited to one side of the street only. Vehicles may not park on both sides of the street.



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❖ **Tree/Vegetation Protection Plan shall:**

- Identify all existing trees and vegetation to be protected that may be impacted by construction activity. Include outline of tree canopy (dripline) to scale.
- Identify locations for placement of protective fencing. All fencing shall be placed at or beyond tree driplines and safely away from existing vegetation.
- Keep material and equipment storage areas away from tree protection areas.
- Provide detail elevation and notation of proposed fencing that includes height of fencing and fencing material to be used. You are required to use 5' chain link fencing. Plastic mesh fencing is not permitted.
- Include notation that all protective fencing shall be maintained in place throughout the duration of construction.
- Include notation that no demolition or construction may commence until the protective fencing has been installed, inspected, and approved by the Portola Valley Public Works Inspector.
- Include any and all notes concerning tree protection, preservation, and care during construction from the project arborist.

**If an existing tree becomes damaged during construction, immediately consult the project arborist for recommended action and inform Town Hall Planning Department of the incident.

**If any existing tree must be removed for any reason, you must first submit a Tree Removal Permit with an arborist letter to the Town for review prior to removal. Tree Removal Permits are subject to review by the Planning Manager and/or Conservation Committee.