# How to Create a **Tree Protection Plan**



If your project involves work near a protected tree, you must submit a Tree Protection Plan that shows how the tree will be safeguarded from grading, trenching, soil compaction, and equipment movement. This must be included as part of the final plan set.

This guide outlines the key steps required to create a complete, City-approved plan. For information about protected tree species, visit **GlendaleTrees.org**.

## Before You Start

- Locate all protected trees (on the property and within 20 ft.)
- Confirm Tree Protection Zone measurements
- Download the required Tree Protection Zone signage
- Coordinate with your arborist (if applicable)

**Why Tree Protection Matters**

Glendale's City and Indigenous Tree Ordinances (GMC 12.40 and 12.44) protects all trees in City rights-of-way and easements, and certain native trees. Construction activities can damage roots and soil, leading to long-term tree decline. Proper planning and tree protection preserves Glendale's urban forest and prevents costly project delays.

## Step 1: Map All Construction Activities

Your site plan must show the location of all construction activities planned, such as grading, over-excavation, trenching, soil compaction, and installation of underground utilities, along with all protected trees within 20-feet of the project area.

## Step 2: Show Access Pathways

Clearly mark routes for foot traffic, heavy machinery, deliveries, and material storage to prevent unintended soil disturbance near protected trees.

## Step 3: Draw Required Fencing & Signage

Tree protection fencing must be installed around each protected tree. On your plan, indicate:

- Where each fence post will be installed, and
- Where Tree Protection Zone signs will be attached

The fencing must enclose as much of the Protected Zone as possible (under the full canopy area plus 1 ft beyond the dripline).

## Step 4: Identify Soil Protection & Mulch

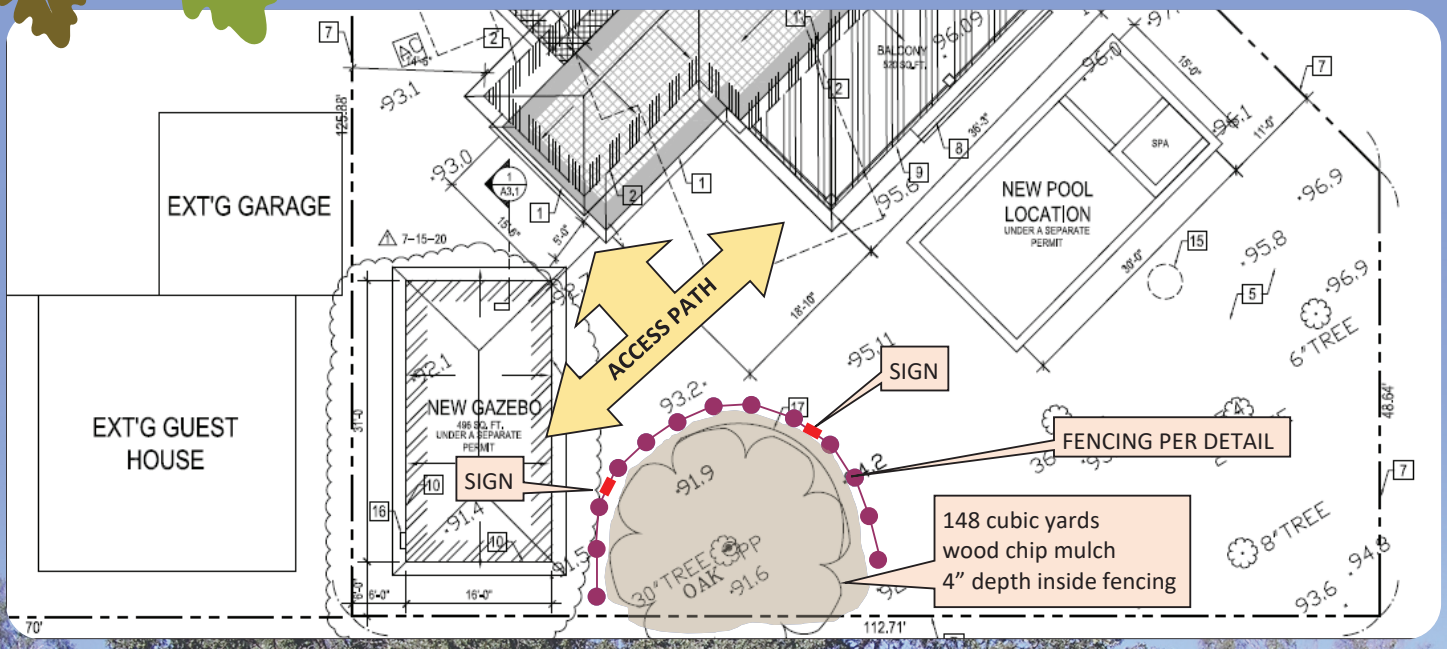
Show where soil protection or amendments are required, and specify the total volume of wood-chip mulch to be installed on site (in cubic yards).

## Step 5: Forestry Review & Approval

Contact the Forestry Section to review and approve your Tree Protection Plan before online submittal.

City of Glendale Public Works Department | Forestry Section | 541 W. Chevy Chase Dr., Glendale, CA 91204-1813
(818) 548-3950 | GlendaleTrees.org | MyGlendalePublicWorks | MyGlendalePW

# Example Tree Protection Plan




Scan QR code for protected tree information and permitting requirements.

Scan QR code to learn more about preparing Indigenous Tree Reports.

Learn more at GlendaleTrees.org

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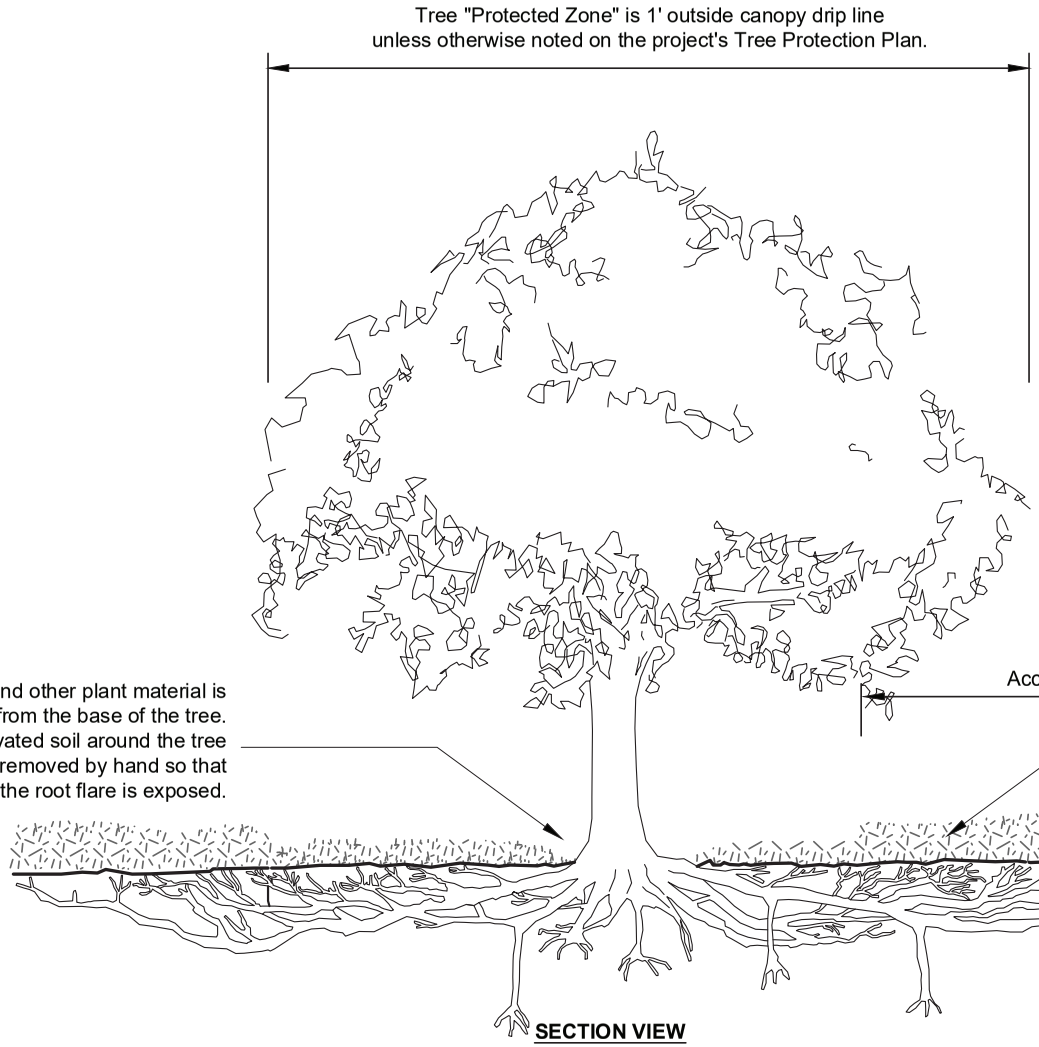


Notes:
Trees must be irrigated before construction begins, using a deep watering method.

Calculate required water volume:

10 gallons x (tree diameter in inches) =
water required per tree, per deep soaking event.

Deep watering methods include:

soaker hoses spiraled under the canopy drip line, running 6 - 8 hours or overnight.

5 gallon buckets with 1/4" holes drilled in the base, placed to allow water to slowly seep throughout the canopy drip line.

Regular deep soaking throughout construction is highly recommended.

# 1 TREE PROTECTION - SITE PREPARATION

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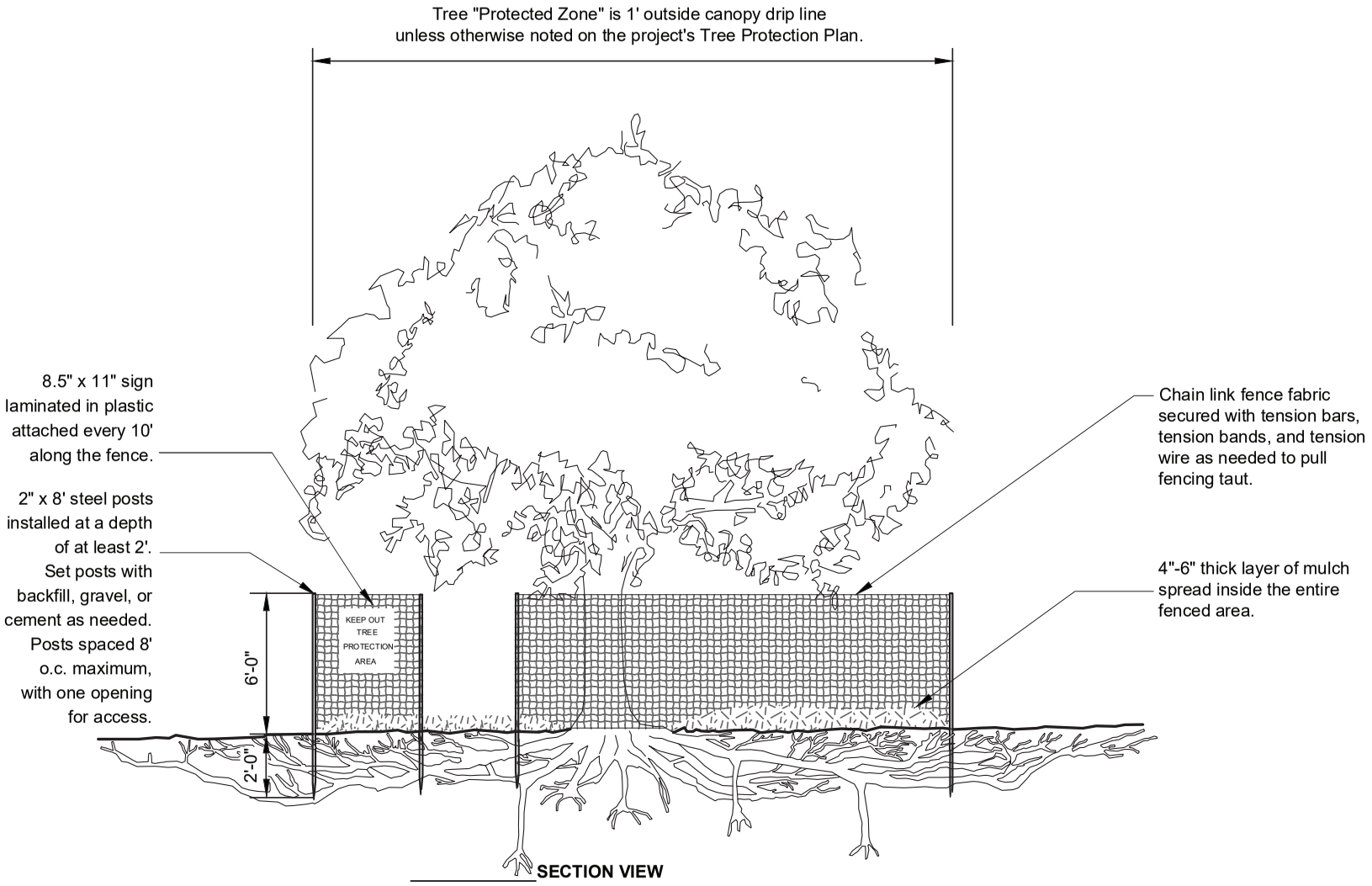


## 2 TREE PROTECTION - CHAIN LINK FENCING

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# WARNING

## TREE PROTECTION ZONE

### KEEP OUT

### CALL 818-548-3950 TO REPORT VIOLATIONS

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# ADVERTENCIA

### ZONA DE PROTECCIÓN DE ÁRBOLES

**NO ENTRAR**

**LLAME AL TEL 818-548-3950 PARA REPORTAR INFRACCIONES.**
**PARA OBTENER MÁS INFORMACIÓN, VISITE GlendaleTrees.org**
**O ESCANEE EL CÓDIGO QR.**

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# ՋԳՈՒՇԱՑՈՒՄ

### ԾԱՌԵՐԻ
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### ՄՈՒՏՔՆ ԱՐԳԵԼՎՈՒՄ Է

ԶԱՆԳԱՀԱՐԵՔ 818-548-3950, ՈՐ
ՀԱՂՈՐԴԵՔ ԽԱԽՏՈՒՄՆԵՐԻ ՄԱՍԻՆ
Մանրամասների համար այցելեք
GlendaleTrees.org
կամ սկանավորեք QR կոդը:

# 경고

### 수목 보호 구역
### 출입금지

위반 행위 신고 전화:
818-548-3950
자세한 내용은 GlendaleTrees.
org를 방문하거나
QR 코드를 스캔하세요.

**For more information,**
**visit GlendaleTrees.org**
**or scan the QR code.**

SCAN ME

# INDIGENOUS TREE PROTECTION MEASURES

Property Address _____ ITO Permit Number _____ Date _____

1. **PLANNING PHASE**
2. All project plans; including grading, site improvements, utility locations, and landscaping shall indicate the exact trunk location of the native oak(s) and its protected zone. Construction is to be completed without negative direct impact(s) on native tree(s) of the subject site. Prior to any site disturbance, including grubbing, demolition and mobilization, obtain an Indigenous Tree Permit from the Public Works Building and Safety Division for any site that contains native Oak, Sycamore or Bay trees six inches (6") or larger in trunk diameter when such trees grow within twenty feet (20') outside the property line.
3. All utility improvements with installation of hook-up boxes, including but not limited to water, sewer, electrical, cable and phone lines are to be located outside the indigenous tree protected zone (TPZ). Utility lines shall be routed outside of the protected zone of protected trees, unless otherwise approved by the Director of Public Works.
4. All site development plans, including grading, planting and irrigation and their installation are subject to approval by the Public Works Department.
5. **PRE-CONSTRUCTION PHASE**
6. Prior to any site disturbance, including demolition or mobilization, install protective fencing outside of the drip-line of each protected tree, per the Tree Protection Plan approved by the Director of Public Works.
7. Maintain four to six inches (4-6") of natural leaf litter and/or organic mulch beneath the drip line of each protected tree.
8. Maintain seven to nine inches (7-9") of organic mulch and any additional protection as required (such as plywood) over the project access path(s) per the Tree Protection Plan approved by the Director of Public Works.
9. Irrigate trees using a deep watering method, such as a soaker hose or slow release water bags, after mulch is installed.
10. Inspection of the temporary fencing installation is required prior to any site disturbance, including grubbing, demolition and mobilization. Contact the Arborist Technician at (818) 550-3402 for inspection and approval.
11. **CONSTRUCTION PHASE**
12. The approved Indigenous Tree Permit shall be maintained on the project site at all times and shall be presented upon request to any City official.
13. The temporary fencing installation shall be maintained until completion of the project.
14. No tools, equipment, materials, vehicles, debris, paint, concrete, mortar, cement, stucco, paint, solvent, excess soil or other materials shall be placed within the TPZ of any protected tree at any time, except as authorized by the Director of Public Works.
15. No changes in grade shall be made within the TPZ of any protected tree, except as authorized by the Director of Public Works.
16. Any approved excavation within the protected zone of any protected tree shall be performed with hand tools only under the direct observation of the designated project arborist at all times.
17. All approved pruning or cutting of roots shall be performed under the supervision of an International Society of Arboriculture Certified Arborist in accordance with The Pruning Standards of the Western Chapter of the International Society of Arboriculture.
18. In general, take such steps as necessary to protect roots, bark, trunk, branches and leaves from injury during construction.
19. Monitor protected trees for drought stress throughout construction and irrigate as needed to maintain health.
20. Gently spray tree canopy with water to remove construction dust build-up as needed throughout construction.
21. No herbicides shall be used within one hundred feet (100') of any protected tree unless approval is provided in writing by the Director of Public Works.
22. Excavate and tunnel beneath roots one-inch (1") in diameter and greater where feasible. Roots to be removed shall be pruned with a sharp pruning tool at the edge of the excavation. Cover temporarily exposed roots with moist burlap until backfill occurs.
23. Contact the Public Works Permit Services Center upon completion of work for Final Inspection and card sign-off.
24. **SPECIFIC MEASURES**
    - **a.** Calculate wood chip mulch required for 4-6" layer within TPZ(s) and for a 7-9" layer within project access path(s):
      Square footage of TPZ(s) _____ x 5 / 324 = _____cubic yards, +
      Square footage of access path(s) _____ x 8 / 324 = _____cubic yards.
      **Total cubic yards of wood chip mulch to be installed on site, preconstruction: _____ cubic yards**
    - b. Calculate water required per tree, per deep watering event, at 10 gallons of water per inch of DBH:
    - c. Water for tree #1: _____ gal Water for tree #2: _____ gal Water for tree #3: _____ gal Water for tree #4: _____ gal
    - d. Deep watering method to be used during pre-construction phase: _____
    - e. Total number of fence posts to be installed: _____
    - f. Total linear feet of fencing fabric to be installed:_____LF
    - g. Total number of tree protection signs to be installed:_____
25. Failure to comply with these mitigation measures may result in work stoppage and will result in fee of $1,000.00 per tree, per violation. Work shall resume only when the City of Glendale deems reparations satisfactory.
26. Questions should be directed to the Arborist Technician at (818) 550-3402.

Owner / Agent name _____

Owner / Agent signature _____ Date _____