



FIVE-YEAR TREE MAINTENANCE REPORT

TREE PRUNING AND/OR REMOVAL

Date of Report

Tree ID Number

Date when Tree was Planted

Reports are due on or before the anniversary date of when the tree was first planted.

Reporting Year YEAR 0 YEAR 1 YEAR 2
 YEAR 3 YEAR 4 YEAR 5

Parcel ID

Property Name

Address

Lessee

Contractor

ANNUAL EVALUATION TREE MAINTENANCE REPORT

**NO OF IMAGES
ATTACHED**

TREE SPECIES

**Common or
Scientific Name**

DIMENSIONS

Height (ft.)

Spread/Canopy (ft.)

MATURE FOLIAGE

Avg. length (in.)

Avg. width (in.)

TREE TRUNK

Diameter (in.)

**DENSITY OF CANOPY
(% visible thru foliage)**

**HEALTH STATUS
INDICATORS**

**Current
Status of
Tree**

- HEALTHY
 UNHEALTHY
 DEAD

**Color of
Foliage**

- GREEN
 BROWN
 OTHER

SOIL MOISTURE

Within 3 ft. from tree trunk

- WET MOIST DRY

PRESENT FEATURES

Tree Features

- FLOWERS FRUITS

**Other items
found on tree**

- BIRD NESTS PESTS/INSECTS
 FUNGI/MUSHROOMS

COMMENTS/REMARKS

TREE MAINTENANCE
RESPONSIBLE PARTY

MAINTAINED
BY

- LESSEE
 CONTRACTOR

Last Name First Name MI
Employer Employee Title
Daytime Tel. After Hours Tel.

MAINTENANCE REPORT PREPARER
CONTACT INFORMATION

AFFILIATION
WITH LESSEE

Last Name First Name MI
Address
City State Zip Code
Daytime Tel. After Hours Tel.
E-mail

FOR INTERNAL USE ONLY

ASSET MANAGEMENT DIVISION
VERIFY AND FLAG FOR ACCEPTANCE

AMD AGENT
ACTION

- VERIFIED: FORWARD TO PLN
 HOLD: CONTACT APPLICANT

Agent Comments

Verified Action Date Verified by Agent

PLANNING DIVISION
FINALIZE OR FLAG FOR FOLLOW-UP

PLN SPEC
ACTION

- FINALIZED: RETURN TO AGENT
 FLAGGED: INSTRUCT AGENT

Planner Comments

Finalized Action Date Finalized by Planner