



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	Color of Foliage	GREEN
		UNHEALTHY		BROWN
		DEAD		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**