



# 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)

<b>HEALTH STATUS INDICATORS</b>	<b>Current Status of Tree</b>	HEALTHY	<b>Color of Foliage</b>	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.**

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**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**

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***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**

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**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**