

TREE MANAGEMENT PROGRAM FOR MARINA DEL REY



DEPARTMENT OF BEACHES AND HARBORS

JUNE 2017

TREE MANAGEMENT PROGRAM FOR MARINA DEL REY

This document was prepared by the Los Angeles County Department of Beaches and Harbors (DBH) as a tool to assist both private leasehold property managers and public parcel managers in managing trees within the area governed by the Marina del Rey Land Use Plan (February 8, 2012; the LUP) of the Marina del Rey Local Coastal Program (LCP).

This document provides procedural guidance and standards for the implementation of Policy No. 23 and Policy No. 34, regarding tree pruning and tree removal set forth in the "Important Biological Resources" chapter of the LUP, at pages 5-12 and 5-21, respectively.

BACKGROUND

Marina del Rey (the Marina) is a coastal community that consists of commercial, boating, and residential areas that provide boater-friendly, water-oriented activities as well as a variety of visitor-serving activities, such as shopping and dining. While it was developed with people in mind, the Marina also provides a habitat for numerous wildlife species.

Trees are an important resource in the Marina that provide a habitat for avian resources - one of the Important Biological Resources protected under the LCP. Policies 23 and 34 in the LUP provide standards for pruning and removing trees in the Marina in accordance with the federal Migratory Bird Treaty Act and the California Fish and Game Code to ensure the long-term protection of bird habitats in the Marina.

To reduce or eliminate impacts to the nesting habitats established by colonial waterbirds and raptor species, the Tree Pruning and Tree Removal Policies prohibit most pruning or removal of trees during the breeding/nesting season, defined as January 1 through September 30, except in cases of emergencies or for health and safety reasons.

These comprehensive procedures supplement Policies 23 and 34 for tree management in the Marina.

TREE MANAGEMENT – GENERAL

All pruning and removal of trees in the Marina shall be done in compliance with Policies 23 and 34. Policy 34, which covers the Marina del Rey ground lessees' (the Lessees') private leaseholds, is enforced by DBH's Asset Management Division (AMD) and Policy 23, which covers the County's public parcels and roadways, and is managed by DBH's Operational Services Division (OSD). All pruning of trees shall also be done in compliance with the rules and regulations of the International Society of Arboriculture (ISA) Tree Pruning Best Management Practices (<http://www.isa-arbor.com/store/product.aspx?ProductID=58>).

1. The following pruning operations may be permissible during breeding/nesting season with DBH's prior approval. These activities may include:

- a. Removing limbs that interfere with and obstruct utility wires, building functions, streets (14 ft. above adjacent road surface within the road right-of-way) or sidewalks (7-8 ft. ht. above walking surface);
 - b. Removing dead or weak limbs posing a hazardous condition;
 - c. Removing diseased or insect-infested limbs;
 - d. Training young trees; and
 - e. Removing limbs damaged by adverse weather conditions.
2. Removing fruit (e.g., Queen Palms' infructescences [fruit clusters]) that may impact pedestrian safety or cause an excessive nuisance to parked cars, is permissible any time of the year without DBH's approval, provided such work will not impact nesting birds. However, removing or trimming fronds/leaves does require DBH's prior authorization, as specified in the following sections.



Fallen fruit from a Queen Palm



Fruits on a Queen Palm

TREE MANAGEMENT – LESSEES’ PRIVATE PARCELS – POLICY 34

Tree maintenance and management is the responsibility of the Lessees as a part of their ground-lease agreements with the County. Lessees are expected to maintain all trees within their leaseholds to a high standard and to the satisfaction of DBH, and must adhere to the LUP policies.

The following guidelines are applicable to the Lessees’ routine tree maintenance. For any tree work associated with new projects, redevelopment, or renovation with development permits, the project proponents shall follow the permit requirements and the requirements under the “Biological Report & Construction Monitoring Requirements” section of the LUP (at page 5-32).

GENERAL

The following are guidelines applicable to tree pruning and tree removal work throughout the year:

1. For all pruning or removal work proposed, the Lessee shall submit an application to DBH for review and approval.
2. The application forms for pruning and/or removal are available online, and can be submitted through DBH’s website. See *attached Exhibit A*, which contains three separate forms, one for each type of request (i.e., *T1-Tree Pruning and/or Removal*; *T2-Tree Replacement Plan*; *T3-Five Year Tree Maintenance Report*). **Forms must be submitted no less than two weeks prior to the start of work.**
3. Pruning of a plant that is not a tree (i.e., eight feet or less, as defined in Policy 34 section 4.13) typically does not require DBH’s approval. However, if the Annual Bird Nest Survey identifies an existing nest on the plant, or the size and/or location of the pruning of the plant impacts adjacent trees during the nesting season, the Lessee shall submit an application to DBH for review and approval.
The photo on right shows an example of tall bamboos cut in half during the nesting season falling on to the adjacent tree.
4. If any tree requires pruning or removal for an emergency or for health and safety reasons, follow Policy 34 section 5.3, Health and Safety Issues & Emergencies.



5. If pruning impacts an active nest or if it is necessary to remove a nesting tree (i.e., a tree containing an active nest or an unoccupied nest used in the past 5 years, per Policy 34 section 4.6) for reasons other than an emergency or health and safety issues, the Lessee is required to obtain a Coastal Development Permit (CDP) prior to any commencement of work. **No pruning or removal shall occur within 300 feet of trees with active nests (500 feet for active raptor nests) without a recommendation from a qualified biologist.** A CDP is not required if a qualified biologist has determined, to the satisfaction of DBH, that the proposed work will have no impact on the nest.
6. Agency Notifications
 - a. Regardless of the time of year, when tree pruning or removal is proposed on a nesting tree, the Lessee shall notify DBH prior to the start of the tree work and the DBH Planning Division (PLN) shall notify the United States Fish and Wildlife Service, the California Department of Fish and Wildlife, and the Executive Director of the California Coastal Commission by submitting e-mail notifications (Agency Notifications).
 - b. Each Agency Notification shall include a report containing a survey and recommendations prepared by a qualified biologist hired by the Lessee, and descriptions of the tree work, as outlined in Policy 34 section 5.1.4.
 - c. **For nesting trees that have been pruned or removed due to an emergency or health and safety reason, the Agency Notification shall be submitted within two (2) working days after the completion of the work.**
7. Tree Removal
 - a. If a tree requires removal, Lessee shall submit an application to DBH for review and prior approval.
 - b. For removal of a living tree, the request for the removal shall include a statement by a certified arborist (Arborist) discussing the need for the requested removal accompanied by a "Tree Risk Analysis." If the removal of the tree is necessary due to a health and safety reason, a statement prepared by a health official (Department of Public Health) shall accompany the request for removal.
 - c. The Tree Risk Analysis prepared by an Arborist may require a "Level 3 Advanced Assessment," as defined by the International Society of Arboriculture, if DBH determines that the results of a basic visual assessments (e.g., a Level 1 or Level 2 assessment) are inconclusive to approve the removal of the tree. Providing an Arborist's assessment and services is the responsibility of the Lessee.
 - d. For removal of a dead or dying tree, the submittal shall include an Arborist's report, which must include a discussion of the cause of the disease/death.
 - e. **All trees removed shall be replaced with new trees at a 1:1 ratio.** Lessee shall submit the Tree Replacement Plan application to DBH for review and prior approval. The application form is available online and can be submitted through DBH's website (beaches.lacounty.gov). See Exhibit A for a sample of the form.

8. Tree Replacement

- a. Trees that are removed should be replaced with the same or similar species and planted within a 20-foot radius of the original location.
- b. The Tree Replacement Application shall include the proposed tree species and the location of the replacement tree. If the original tree species or the location of the removed tree is no longer appropriate for the replacement tree (e.g., inappropriate sun/shade exposure or potential impact to an existing structure or adjacent hardscape element; see photo to the right as an example of palm planted too close to the fence), the reason for substitution of species or a different location shall be included in the application for DBH's review and prior approval.
- c. **Replacement trees shall be planted no later than three (3) months after the date the trees were removed.**
- d. Lessee shall submit a Five-Year Tree Maintenance Report (one report per year for five (5) years) following the initial planting of the replacement trees. This form is available online and can be submitted through DBH's website (beaches.lacounty.gov). See Exhibit A for the sample form.



9. Safety plan

- a. If tree work occurs within or near a public sidewalk or promenade, the Lessee's Tree Replacement Application shall include a description of safety measures that will be employed.
- b. If any part of a public walkway or roadway needs to be closed during the tree work, the Lessee shall obtain all necessary permits (e.g., from the Department of Public works or DBH).

10. Annual Bird Nest Survey

- a. DBH conducts a Bird Nest Survey for the entire Marina each year. It is administered and reviewed by PLN, and the final report is sent to AMD and all Lessees in mid-August.
- b. The survey shows the locations of all active and inactive colonial waterbird and raptor nests found in the Marina.
- c. The survey can be utilized as a part of the 14-day survey prepared by a qualified biologist required by Policy 34 section 5.1.2.
- d. The current and past years' Annual Bird Nesting Surveys are available online on the DBH website (beaches.lacounty.gov).

e. The following schedule shows the general tree pruning and removal activities throughout the year:

Activity	Dates Range	January	February	March	April	May	June	July	August	September	October	November	December
Breeding and Nesting Season (per LUP)	1/1 - 9/30	■	■	■	■	■	■	■	■	■			
Non-Breeding and Non-Nesting Season (per LUP)	10/1 - 12/31										■	■	■
Annual Bird Nest Survey Performed by DBH	4/1 - 8/15				■	■	■	■	■				
Annual Bird Nest Survey Report Sent to all Lessees by AMD	8/15								■				
Notice of Ann. Work Plan Preparation Sent to all Lessees by AMD	7/15							■					
Lessees to Prepare & Submit Annual Tree Work Plan to DBH	7/15 - 9/15							■	■	■			
DBH Reviews and Approves Tree Work Plans Submitted by Lessees	9/1 - 9/31									■			
Annual Tree Pruning/Removal Work Performed by Lessees	10/1 - 12/31										■	■	■
Trees and Landscape Inspection of Parcels by AMD	1/1 - 2/1	■											
Trees and Landscape Inspection of Parcels by AMD	6/1 - 7/1					■							

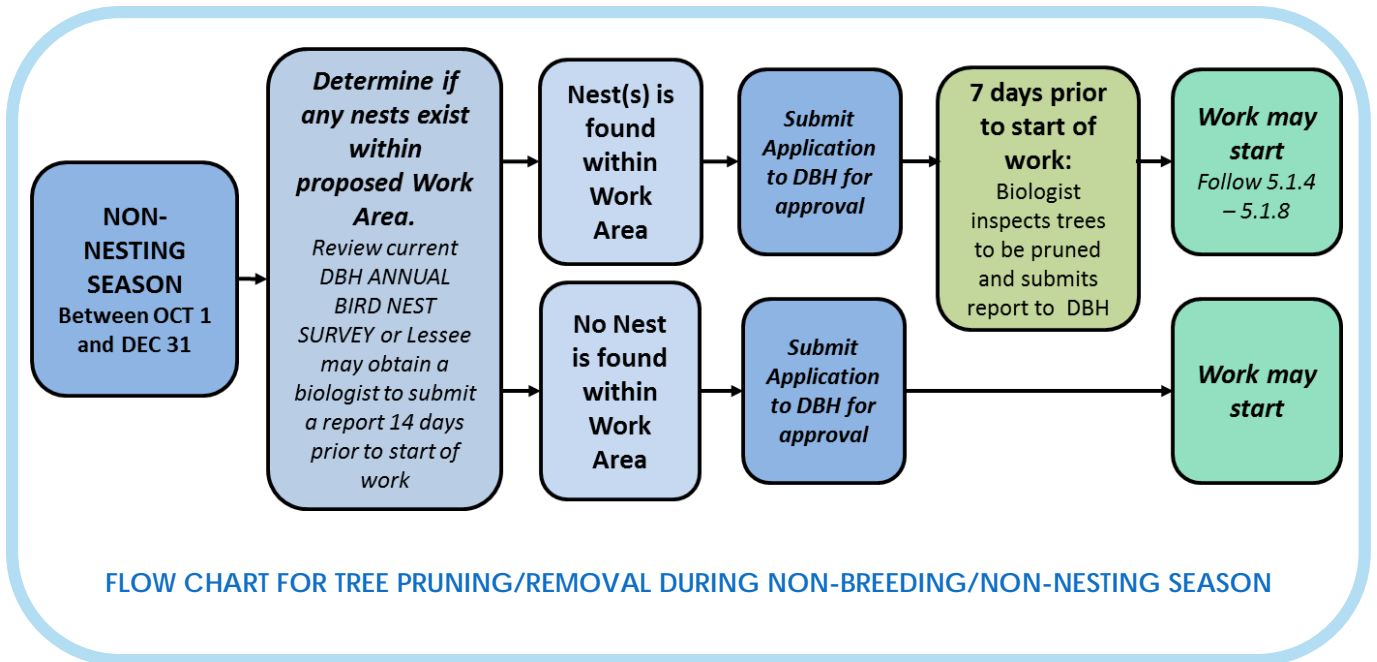
12 MONTH ACTIVITY SUMMARY – LESSEES’ PRIVATE PARCELS

ANNUAL TREE PRUNING/REMOVAL DURING NON-BREEDING/NON-NESTING SEASON (OCTOBER 1 – DECEMBER 31)

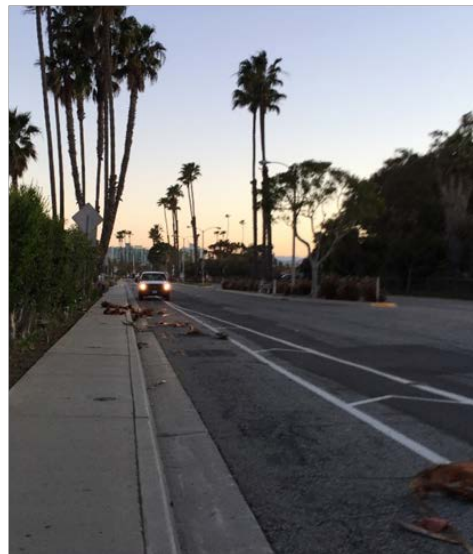
The following are guidelines applicable to tree pruning and tree removal work during the non-breeding/non-nesting season:

1. For any work scheduled during the non-nesting season, the Lessee shall submit a Tree Pruning/Removal Application to DBH for review and prior approval no later than two (2) weeks prior to the start of work.
2. The Work Plan or Tree Pruning/Removal Application can be submitted utilizing the online forms available through DBH’s website (beaches.lacounty.gov; see Exhibit A for sample forms).

3. The following flowchart shows the workflow for tree pruning/removal work.



4. Policy 34 section 5.1 is applicable only to nesting trees and trees within 300 feet (500 feet for raptor species) of nesting trees.
5. Policy 34 section 5.1.3 states, "Seven (7) days prior to the commencement of tree pruning activities, the Lessee's qualified biologist shall walk the entire area proposed for pruning ..." to determine that no activities in the trees are observed. This requirement for the inspection shall mean "within 7 days" or "maximum 7 days" prior to the start of the tree pruning activities. The biologist's report shall be submitted to DBH for review and approval no more than 2 days prior to the start of work.

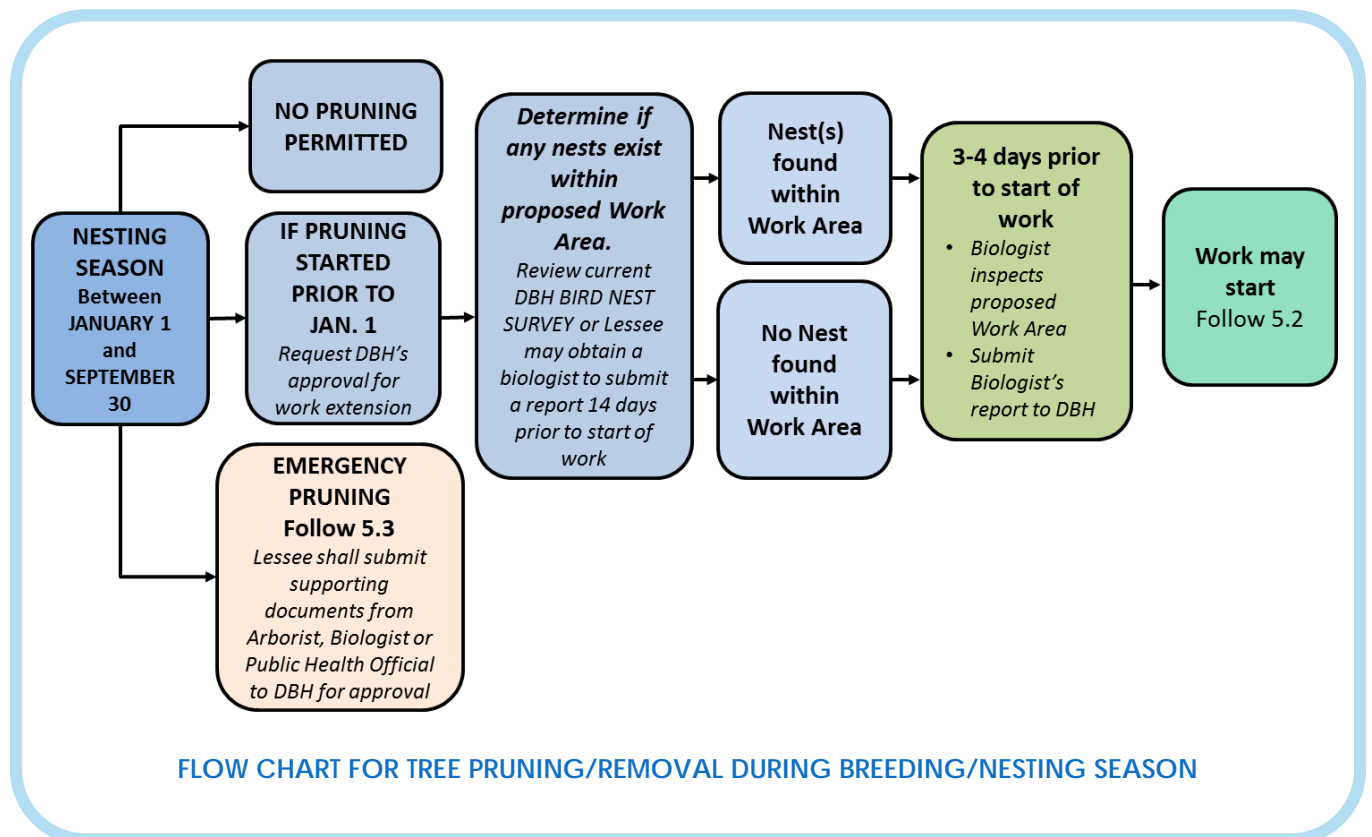


Photos above show palm fronds and old petioles after a wind storm when standard maintenance pruning did not occur.

TREE PRUNING/REMOVAL DURING BREEDING/NESTING SEASON (JANUARY 1 - SEPTEMBER 30)

The following are guidelines applicable to tree pruning and removal work during breeding/nesting season:

1. Tree pruning or removal is prohibited during the breeding/nesting season, except to complete tree pruning activities started during the non-breeding/non-nesting season, per Policy 34 section 5.2.
2. If tree pruning or removal work is proposed during the breeding/nesting season, the Lessee shall submit a Tree Pruning/Removal Application for review and approval by DBH, as required under policy 34 section 5.2. The Tree Pruning/Removal Application can be submitted utilizing the online forms available through the DBH website (beaches.lacounty.gov; see Exhibit A for sample forms).
3. If tree pruning or removal is proposed for a reason other than a health or safety issue, and a qualified biologist determines that an active nest will be impacted, a Coastal Development Permit is required.
4. The following Flow Chart shows the work flow for Tree Pruning/Removal work.



HEALTH AND SAFETY/EMERGENCY SITUATION

1. Lessee shall contact DBH as soon as a health and safety issue is known.
2. Nesting or non-nesting trees posing an immediate or imminent health or safety issue should be pruned/removed immediately, regardless of the presence of nests. Follow Policy 34 section 5.3 if this situation occurs.
3. Per Policy 34 section 5.3.3, Lessee shall submit a special permit application to the United States Fish and Wildlife Service, and notify the California Department of Fish and Wildlife, the Executive Director of the California Coastal Commission, and DBH while proceeding with tree removal or other remedies to a nesting tree which presents an immediate or imminent health and safety issue. The special permit application and the notification to agencies shall be provided prior to tree removal, if possible, or otherwise as soon as possible.



Photos above show trees with broken limbs requiring immediate removal.

TREE MANAGEMENT - COUNTY'S PUBLIC PARCELS AND ROADS – POLICY 23

This section discusses the work plan, schedule, and procedures for the tree maintenance/ management by the Department of Beaches and Harbors' Operational Services Division (OSD) on all of the County-controlled parcels and roads in Marina del Rey.

GENERAL

The following are guidelines and policies applicable to tree pruning and tree removal work throughout the year:

1. **Tree pruning or removal is prohibited during the breeding/nesting season, except to complete tree pruning activities started during the non-breeding/non-nesting season as prescribed in Policy 23 section 5.2.**
2. Policy 23 section 5.1 applies when tree work is proposed during the non-breeding/non-nesting season, but only to trees with active nests, trees with nests that have been used in the past five years, or trees with supporting evidence of courtship or nest building.
3. If any trees require pruning or removal for an emergency or health and safety reasons, Policy 23 section 5.3 (Health and Safety Issues & Emergencies) shall be followed.
4. If pruning impacts a nest, or removal of a nesting tree is necessary for reasons other than emergency or health and safety issues, a qualified biologist shall determine the impact of the action, and a Coastal Development Permit may be required. A CDP is not required if a qualified biologist has determined that there will be no impact to the nest.
5. For procedures and guidelines for the annual tree pruning/removal/replacement work, see the section labeled "ANNUAL WORK PLAN," below.
6. Annual Tree Inventory
 - a. The first annual Tree Inventory was completed in 2015 for all trees maintained and managed by DBH. There are approximately 2,100 trees on the list, with a unique Tree Identification Number assigned and tagged on each tree (see paragraph 10 under ANNUAL WORK PLAN, below).
 - b. Tree Inventories include the tree species and the Global Positioning System coordinates for each tree, and the tree's size, approximate age, classification, and health rating, along with recommended pruning/removal activity and priority for the upcoming Annual Tree Pruning and Removal Work Action during the non-nesting season.
 - c. Tree Inventories are performed by an Arborist between May and August of each year. PLN prepares the Scope of Work and obtains the services of an Arborist from the Biological Consultant Services master list to provide the tree inventory and evaluation services.
 - d. The selected Arborist performs the survey between May and August and completes the final Tree Inventory by the end of August.
 - e. Based on the Tree Inventory and the evaluations of trees, a Tree Removal List and a Tree Replacement List are compiled for the tree work as a part of the Annual Tree Pruning/Removal/Replacement Work Action.

- f. A map of trees based on the Tree Inventory is updated annually and is available to view through Google Earth when opened with shapefile in [G:\MDR Facilities Maintenance\Trees\Tree Inventory](#).

ANNUAL WORK PLAN

The following schedule shows the general tree pruning and removal activities throughout the year.

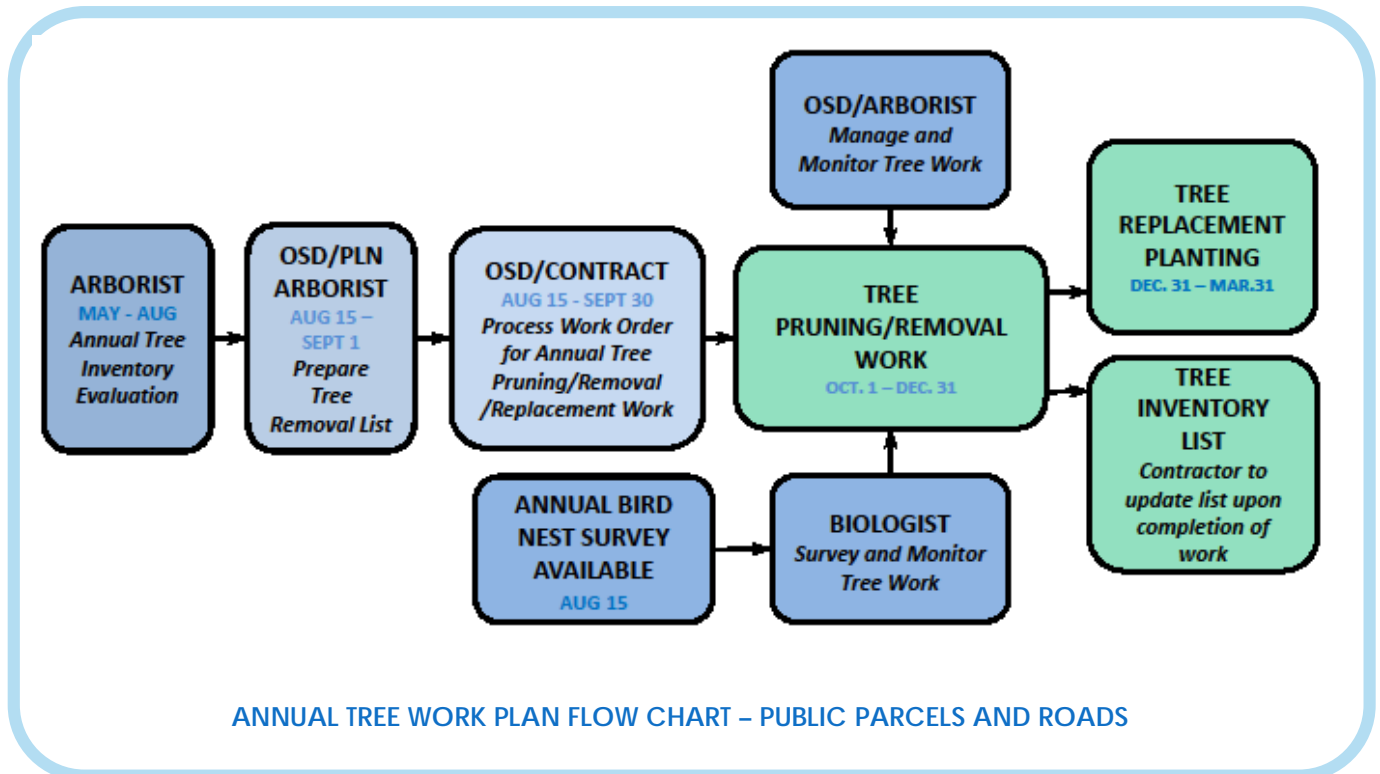
Activity	Dates Range	January	February	March	April	May	June	July	August	September	October	November	December
Breeding and Nesting Season (per LUP)	1/1 - 9/30												
Non-Breeding and Non-Nesting Season (per LUP)	10/1 - 12/31												
Annual Bird Nest Survey Performed by Biologist	4/1 - 8/15												
Annual Tree Inventory/Evaluation Performed by Arborist	5/1 - 8/15												
Annual Tree Pruning Work Plan: Prep. of SOW, NTP by DBH	8/15 - 9/30												
Biological Monitoring for Tree Work: Prep. of SOW, NTP by DBH	8/15 - 9/30												
Annual Tree Pruning/Removal/Replacement Work Performed	10/1 - 12/31												
Biological Monitoring Performed during Tree Work	10/1 - 12/31												
Tree Replacement List Prepared by DBH	8/15 - 9/1												
Tree Replacement Work (performed in the following year)	1/1 - 4/1												
Tree ID Tag Maintenance and Application of New Tags	4/1 - 5/1												

12 MONTH ACTIVITY SUMMARY – PUBLIC PARCELS AND ROADS

- Based on the Tree Inventory and the Tree Removal List, OSD prepares the Scope of Work to hire a tree trimming contractor from the Tree Trimming Services master list to provide the Tree Pruning/Removal/Replacement work starting October 1 of each year.
- As a part of the Annual Tree Pruning/Removal/Replacement work, a qualified biologist provides the bird nest survey for the duration of the tree work. PLN prepares the Scope of Work to hire a qualified biologist from DBH's Biological Consultant Services master list to provide the Tree Trimming Biological Monitoring service.
- It is recommended that a qualified biologist survey the work area prior to performing pruning or removal work, regardless of the time of year, if such work does not involve an emergency or health and safety issue.
- A Notice to Proceed for the Annual Tree Pruning/Removal/Replacement work and the Tree Trimming Biological Monitoring services shall be sent out no later than the third week of September.**
- At the completion of the Annual Pruning/Removal/Replacement work, the tree-trimming contractor updates the Tree Inventory based on the work performed and submits the changes to OSD. OSD forwards the revised Tree Inventory to PLN for review and approval. **The contractor shall keep a**

weekly log of the trees pruned/removed during the work performed. OSD shall verify with the contractor every two weeks that the log is being updated.

6. OSD inspects the tree pruning/removal/replacement work completed by the contractor at the end of each week and at the completion of all the work.
7. The following Flow Chart shows the workflow for the tree pruning/removal/replacement work.



8. Tree Removal
 - a. During the annual tree survey, the Arborist shall compile a preliminary Tree Removal List recommended for the up-coming annual tree Work Plan. A Tree Risk Analysis report (form developed by the International Society of Arboriculture) shall be prepared for each tree on the preliminary Tree Removal List.
 - b. Based on the preliminary Tree Removal List, the Tree Risk Analysis reports, and the Arborist's recommendations, DBH shall make a determination and compile the final Tree Removal List and Map of all trees to be removed. The determination shall be based on the tree's likelihood of failure, consequence of failure, and shall include possible mitigation measures recommended by the Arborist.
 - c. The Tree Removal List and the Tree Removal Map shall be reviewed and approved by the PLN Division Chief.
 - d. **OSD shall submit the final Tree Removal List to DBH's Community and Marketing Services Division for public information at least two (2) weeks prior to the removal of the trees (see paragraph 14, below).**

- e. If a tree requires removal within a Department of Public Works' road right-of-way (i.e., Admiralty Way, Via Marina and Fiji Way), the tree shall be removed and replaced by the Road Maintenance Division/DPW. OSD shall contact Road Maintenance District 3 to coordinate the removal and the replacement of the tree. **Sufficient time shall be allowed for DPW to execute the removal prior to December 31.**
- f. All trees proposed to be removed shall be replaced at a 1:1 ratio.

9. Tree Replacement

- a. The Arborist and/or PLN prepares a Tree Replacement List for OSD's review and approval based on the trees scheduled to be removed.
- b. In general, trees that are removed shall be replaced with the same, or similar species, and planted within approximately 20 feet of the original location.
- c. For tree replacement in the road right-of-way areas, including DPW's rights-of-way and mole roads under DBH's jurisdiction, PLN shall review the current Tree Master Plan to achieve uniformity of street trees, or consult with the Arborist for the appropriate species and locations, as necessary.
- d. The availability of water (e.g., existing irrigation systems), shall be taken into consideration when determining the replacement species and locations.
- e. **Replacement trees shall be planted no later than three (3) months after trees are removed.**
- f. **OSD shall coordinate with the Landscape Maintenance contractor to water the newly planted trees for a minimum of three to four years until the tree(s) is/are established.**
- g. If there is no water/irrigation system in the vicinity of the new tree, other temporary means of watering shall be employed (e.g., tree-gator, water truck, running a temporary irrigation line to the trees).



Tree-gator watering bags.

10. Tree ID Tag

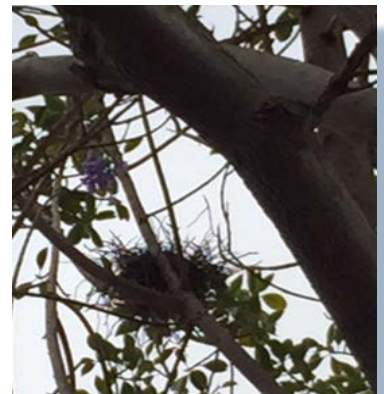
- a. When a tree is removed, the tree tag/ID number shall be reused for the replacement tree, if possible. The Tree Inventory shall be updated with information on the newly planted trees, including the year it was planted.
- b. When it is not feasible to plant the tree in the vicinity of the original tree (e.g., inadequate space or too close to the adjacent pavement), the tree should be planted at a new location. The original tree ID number can be reused if the tree is planted within the same tag area (e.g., "FJ-XX," for Fiji Way); however, a new number shall be assigned if the tree is planted in an entirely different tag area (e.g., relocated from FJ-XX to "AD-XX," for Admiralty Way).
- c. OSD maintains Tree ID Tags annually by installing tags on newly planted trees and on trees that are missing tags.



11. Annual Bird Nest Survey

A Bird Nest Survey is performed annually by a qualified biologist between April and August. PLN prepares the Scope of Work and obtains the services of a qualified biologist from DBH's Biological Consultant Services master list.

- a. **The Final Annual Bird Nest Survey shall be completed by mid-August.**
- b. The Final Annual Bird Nest Survey shall be made available to DBH, the public, and the Lessees, and will also be posted on the DBH website.



12. Maintenance of the Tree Inventory

- a. PLN shall update and maintain the Tree Inventory annually based on the annual field evaluation performed by the Arborist hired by DBH.
- b. During the field evaluation, the Arborist shall identify and note on the Tree Inventory any missing trees and missing Tree ID Tags.
- c. The Tree Inventory shall be updated by the tree-trimming contractor at the completion of the Annual Tree Pruning/Removal/Replacement work.
- d. The updated Tree Inventory shall be used by OSD and PLN to record any tree activities during the year (e.g., tree failures, branch failures, and grading activities near trees). The Tree Inventory activities record shall be given to the Arborist for the next annual tree inventory and evaluation work.

13. Agency Notifications
 - d. Regardless of the time of year, when any tree pruning or removal is proposed on a nesting tree, PLN shall notify the United States Fish and Wildlife Service, the California Department of Fish and Wildlife, and the Executive Director of the California Coastal Commission via e-mail notifications.
 - e. **Such notifications shall accompany a qualified biologist's survey and recommendations, and descriptions of the tree work as outlined in Policy 23 section 5.1.4.**
 - f. **For a nesting tree, or trees that have been pruned or removed due to an emergency or health and safety issue, the notifications shall be submitted within two (2) working days after the completion of the work.**
14. Public Notifications
 - a. **When trees need to be removed during the annual tree pruning/removal work, the Tree Removal List and the Key Map shall be submitted to DBH's Community and Marketing Services Division (CMSD) at least two (2) weeks prior to the start of work.**
 - b. **When a tree needs to be removed as a part of emergency or health and safety tree work, CMSD shall be notified as soon as possible.**
 - c. Notification to the public of any tree removals shall be evaluated and determined by DBH on a case-by-case basis.
 - d. **When trees are marked in the field by DBH (or by the Arborist or the biologist), such as marking trees with bird nests prior to the start of pruning/removal, CMSD shall be notified.**

TREE MANAGEMENT DURING CONSTRUCTION PROJECTS

1. Tree management requirements for construction projects (e.g., new development, rehabilitation, and renovation projects) are outlined in the LUP section "Biological Report & Construction Monitoring Requirements" (page 5-32).
2. The proposed tree removals for new development, rehabilitation, and renovation projects are reviewed and approved by the Marina del Rey Design Control Board and the Department of Regional Planning.
3. **At the start of a construction project, a qualified biologist shall provide an initial bird nest survey to determine the existence of any active colonial waterbird or raptor nests within 300 or 500 feet, respectively, of proposed construction activities.** Construction activities shall proceed accordingly, based on the LUP requirements.
4. If required under the LUP, a biological report shall be submitted to AMD for review and approval.
5. For submitting reports and obtaining jurisdictional approvals for construction projects, follow similar procedures and requirements outlined in Policies 23 and 34 of the LUP.





Burton W. Chace Park

TREE PRUNING AND/OR REMOVAL APPLICATION
ANNUAL WORK PLAN



Date of Request

Will the requested tree pruning/removal annual work take place during Nesting Season?
i.e., from *January 1 to September 30.*

YES
 NO

Parcel ID

Property Name

Address

Lessee

Contractor

TREE PRUNING AND/OR REMOVAL
WORK PROPOSAL SCOPE AND PURPOSE

PROPOSED WORK

TREE PRUNING
 TREE REMOVAL

REQUIRED DOCUMENTATION ATTACHED

BIOLOGY REPORT

YES NO

Required if bird nests are located within 300 feet of proposed work, or if work is performed during Nesting Season.

ARBORIST/DPH REPORT

YES NO

Required if the proposal includes tree removal work. Please provide applicable report based on reason for tree removal.

TREE REPLACEMENT PLAN

YES NO

Required if the proposal includes tree removal work. All trees removed shall be replaced.

COUNTS OF TREES

Total Number of Trees on Property

Number of Trees to be Pruned

Number of Trees to be Removed

PROPOSED

Start Date

End Date

Describe pruning or removal work to be performed. Attach location map if any.

Describe safety measures if work occurs in or near public promenade/walkways.
If work occurs within public road, contact DPW or DBH to obtain necessary permit/s.

APPLICANT
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 COMPLETION AND APPROVE

AMD AGENT
ACTION

- APPROVED: FORWARD TO PLN
 DENIED: CONTACT APPLICANT

Agent Comments

Approve
Action Date

Approved
by Agent

PLANNING DIVISION
PROPOSED PROJECT FINAL APPROVAL

PLN SPEC
ACTION

- APPROVED: RETURN TO AGENT
 DENIED: INSTRUCT AGENT

Final Comments

Approve
Action Date

Approved
by Planner



TREE REPLACEMENT PLAN

TREE PRUNING AND/OR REMOVAL ANNUAL WORK PLAN

Parcel ID Date of Report

Property

Address

Lessee Contractor

REQUIRED DOCUMENTATION
ATTACHMENTS TO APPLICATION

ITEMS
ATTACHED

ITEMS 1 TO 3 REQUIRED
UPON SUBMISSION

- | | | | |
|----|--|------------------------------|-----------------------------|
| 1. | SITE PLAN WITH PROPOSED LOCATION/S OF TREE/S | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | PLANTING DETAILS * | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | TREE MONITORING PROGRAM | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

TREE MAINTENANCE
RESPONSIBLE PARTY

MAINTAINED BY LESSEE
 CONTRACTOR

Last Name First Name MI

Employer Employee Title

Daytime Tel. After Hours Tel.

YOUR ANNUAL TREE MONITORING MAINTENANCE PLAN PROPOSAL

YEAR 1

YEAR 2

YEAR 3

YEAR 4

YEAR 5

- | | | | |
|----|---|------------------------------|-----------------------------|
| 4. | YEAR 0 REPORT (after tree planting is completed) ** | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. | YEAR 1 TO 5 MAINTENANCE REPORT | | |

* Use DBH detail or submit your own.
** For required attachment items 4 and 5, use the [Tree Five-Year Maintenance Report](#) fillable form for annual maintenance reports for Year 0-5. You may use Year 0 Report on [page 5](#). Submit photos of trees and with respective dimensions, including: trunk diameter, width of tree canopy, height of tree.

TREE REPLACEMENT PLAN
SCOPE AND INFORMATION FOR REVIEW

**NO OF TREES
TO REPLACE**

For replacing more than 10 trees, attach separate listing.

	NEW TREE <i>ssp.</i>	TO REPLACE <i>ssp.</i>	QUANTITY	CONTAINER SIZE	DIAM. (in.)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PROPOSED START DATE OF PLANTING

DURATION OF PLANTING

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



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