



ARBORIST REPORT AND TREE PROTECTION PLAN CHECKLIST

Protected Trees as defined by the Municipal Code section [13.40](#) include primarily [Heritage Trees](#) and [Street Trees](#), but also [Existing Trees](#) if applying for a Planning Application subject to [Chapter 27.71](#). Consulting Arborists hired to be the Project Arborist for any development application must verify trees that need to be included in the report and the requirements outlined in the Municipal Code for protection or removal.

☐ **Project Information**

- Site address
- Property owner or Applicant
- Brief work description.
- Project Arborist contact information and ISA certification number
- Permit or Application number if available.

☐ **Project Plan Revision**

The Project Arborist must review the entire available project plan set including but not limited to demolition, building, grading, drainage, utilities, landscaping, irrigation, or any other if applicable. A list of the reviewed plans is to be included in the report. If any parts of the plan set were not made available or are still under development, indicate this limitation in the report or provide a preliminary report only.

☐ **Tree Data and Assessment**

The tree information must be included in a table format preferably. A separate spreadsheet may be required if the report contains more than 10 trees.

- Tree species and size (DBH at 54")
- Unique identifying numbers consistent with the numbering shown on the plans
- Protected Tree status/designation
- Condition with a brief description of relevant characteristics (health, structure, and form)
- Expected impacts from construction activities
- Suitability for preservation
- Replacement Value if applicable

☐ **Tree Protection Plan**

The following activities are prohibited within the Tree Protection Zone (10 times the DBH) of any Protected Tree unless protection measures are provided or work is approved by the City Arborist.

- Excavation, grading, soil deposit, drainage, and leveling
- Disposal or depositing of oil, gasoline, chemicals, paints, solvents, or other materials within the TPZ or in drainage channels, swales, or areas that may lead to the Dripline.
- Soil Compaction from heavy machinery and vehicles, storage of materials, structures, paving, etc.
- Trenching or excavation to provide irrigation, utility lines, services, pipe, drainage, or other improvements below grade
- Storage of any materials or equipment of any kind
- Parking or driving vehicles or self-propelled equipment
- Alteration of the TPZ or Dripline so as to increase the encroachment of the construction

Tree protection measures proposed in the report must eliminate or reduce expected impacts from construction activities. The acceptable tree protection specifications outlined in [SMMC 13.40.080](#) and the [Protected Trees Administrative Guidelines](#) are as follows.

- Fencing shall enclose the entire TPZ of the tree(s) to be protected throughout the life of the construction project. Fencing shall consist of six (6') foot high chain link fence, mounted on two-inch diameter galvanized iron posts, driven into the ground to a depth of at least two feet at no more than 10-foot spacing
- When fencing the TPZ area is not feasible, Trunk Wraps in combination with Root and Soil Buffers as specified in the Administrative Guidelines shall be installed to protect the trunk, roots, and branches from injury and avoid soil compaction.
- If work below grade will take place within the TPZ, provide recommendations to avoid excessive root cutting. Recommendations may include but are not limited to design changes, alternative construction techniques, exploratory trenching, and/or pruning specifications. Pruning roots closer than 6 times the DBH will require a separate permit for Major Pruning.
- If pruning is required, specify the type of pruning and the amount to be removed. A separate permit shall be required when pruning more than 25% of existing foliage or cutting roots closer than 6 times the trunk diameter of a Protected tree. All tree care operations must be performed only by an ISA-Certified arborist.
- Periodic monitoring for Protected trees by the Project arborist is required on a regular basis and whenever activities occur within the TPZ. The Project Arborist must recommend the timing and specify the activities requiring direct supervision.

☐ **Tree Map**

A map or sketch showing the location of trees and proposed protection measures including but not limited to fencing, trunk wrap, root buffer/ground protection, areas of hand-digging, etc.

☐ **Conclusions and Recommendations**

Clear and specific conclusions regarding Protected trees, including the expected survivability and or recommendation for removal and replacement. Trees proposed to be removed shall meet at least one of the findings/criteria outlined in [SMMC 13.40.100](#).

IMPORTANT CONSIDERATIONS

All recommendations included in the Arborist report and TPP represent proposals made on behalf of the Project to be approved by the City Arborist. Do not propose or include recommendations that you have not previously discussed or agreed with the Applicant, Property owner, or the Design team. When approved, the TPP cannot be modified unless a formal revision is submitted to the City.

All report revisions/corrections or amendments must be incorporated into the original report and highlighted or clouded. Report revisions or addendums cannot be sent as separate documents.

The approved version of the Arborist report and Tree Protection Plan shall be reproduced on one or more full-size sheets of the plan set as required in [SMMC 13.40.080\(b\)\(4\)](#).

It is the responsibility of the Applicant and the Project Arborist to make sure all information required is included to prevent delays.