



Tree Protection and Regulation Department

**LETTER OF UNDERTAKING FOR PROJECT ARBORIST PRESENCE AT SPECIFIED STAGES OF CONSTRUCTION
NEAR OR WITHIN THE CRITICAL ROOT ZONE OF A PROTECTED TREE**

This letter is to confirm that _____
Name of company/developer/property owner

has retained _____ to supervise the following:
Name of arboriculture company and project arborist

- Demolition
- Excavation
- Driveway
- Other _____

near protected trees at: _____
street address *postal code*

As described in the attached arborist recommendations/report. All work is to be **confirmed in a follow-up site supervision report** submitted to the City of New Westminister (CNW) within five (5) working days of completion of the monitored work. The follow-up site supervision report must be written by the arborist submitting this comfort letter and should outline the scope of the work, methodology, documentation (including photos) and final assessment that details observed impacts to tree(s).

Project Arborist obligations:

- Must obtain CNW approval for work within the CRZ. Project arborist must provide guidance and supervise work within or near CRZ of trees to be retained on and offsite. This includes but is not limited to – pruning, root pruning, excavation, installation of utilities, on-site landscaping, fences, sod, grading, retaining walls etc.
- Ensure that barriers are installed and/or re-installed according to City of New Westminister Tree Protection and Regulation Bylaw No 7799, 2016 Schedule “B” after authorized work in the CRZ is completed, prior to City inspection/re-inspection. Notify CNW in writing/email with photos of Tree Protection Barriers once complete.
- Coordinate service installers for excavation for utility servicing, particularly when using a common trench.

Other: _____

❖ *The owner is aware that the arborist must be on site to supervise as specified in the arborist report or as agreed upon with City Staff - **Owner Initial** _____*

Failure to comply with this signed contract can result in possible penalty fees, stop inspections/stop work orders and project delays.

Printed name of Owner

Printed name of Builder/Contractor

Printed name of Arborist

Signature of Owner

Signature of Builder/Contractor

Signature of Arborist

Phone Number

Phone Number

Phone Number

Date

Date

Date