

REPLACEMENT TREE LETTER - FINAL

DATE:

CLIENT NAME

CIVIC ADDRESS

RE: REPLACEMENT TREE LETTER FINAL

Date of Site Visit:

Weather:

The purpose of this report is to give final approval of replacement trees one year after planting. An approved final report initiates the return of the remaining security deposits.

Each report **must** contain the following:

- Photo of each tree
- Species, cultivar, approximate height, and measured caliper size
- Observe and document health and overall structure of tree (ie. topping cuts at nursery, damage to trunk/bark, vigor)
- Signs of drought stress or transplant shock
- Mechanical wounds at base of trunk
- Measurements in metric (cm or m)
- Planting depth - did any of the trees settle to become too deep?
- Site plan illustrating where each specific tree is located on the site
- State if tree is expected to grow to its mature size. Note any conflicts with above or below ground utilities, structures such as houses, foundations, driveways, fences and existing trees.

Signature Block,

Certification number

Business License number

Contact email and phone

Please Note: Reports submitted to the City must address all of the above information. For sections that are not applicable to a project, include reasons for omission under the applicable sub heading. Any report found to be missing any of the above requirements without including reasons for omission will be rejected, and necessary revisions must be made prior to resubmission. Notification of report deficiencies will be sent to project arborist and client and could delay the release of security deposits or issuance of permit.