

REPLACEMENT TREE LETTER - INITIAL

DATE:

CLIENT NAME

CIVIC ADDRESS

RE: REPLACEMENT TREE LETTER - INITIAL

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Date of Site Visit:

Weather:

Purpose of this report is to ensure the replacements were planted in an appropriate location with the correct method. The approval of this report initiates a phased release of the applicant's security deposits. Once approved by a city arborist the one year maintenance period is started. At the end of the one year a final replacement tree letter is due.

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)
- Statement that the trees have been planted in accordance with arboriculture practices
- Measurements in metric (cm or m)
- Site plan illustrating where each specific tree is located on the site
- Confirm whether the approved replacement plan was followed

A project arborist is to specifically address the following items:

- Planted to an appropriate depth and in accordance with arboriculture practices
  - Is it too deep, root flare visible, ensure burlap twine and wire basket have been removed, is there a mulch volcano etc.
- Minimum 3m apart for replacement trees. Exceptions for specific species. Replacement trees are not to be planted as a hedge.
- Will not grow to be in conflict with an existing mature tree
- Will not have conflicts with overhead (electrical lines) and conflicts with underground utilities are minimized
- At least 1m off the property lines, pathways, retaining wall, etc.
- At least 3m from the house and any structures. Exceptions for specific species.

Signature Block,  
Certification number  
Business License number  
Contact email and phone number

**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.**