



## TREE REPORT TEMPLATE

This template is to be used by applicants and report preparer(s) to complete required Tree Reports.<sup>1</sup> A copy of the report and all report updates shall be submitted to the project's administrative files with the City of Los Angeles.

Include all required information in this report in narrative format, when possible. If any of the requirements listed below are not applicable to the project site, include an explanation as to why that information is not applicable. If any accompanying tables, figures and/or images are illegible or unclear, the report will not be accepted until such content is revised accordingly.

### 1. Cover Page

Provide a cover page for the Tree Report with the required information listed below:

- Project Name and Address
- Community Plan Area and Council District
- Related Entitlement and/or Environmental Case Number(s), as applicable
- Project Team Information
  - Applicant Name and Contact Information
  - Representative Name and Contact Information, if different than the Applicant
- Preparer Information<sup>2</sup>
- Date Report Prepared (must be within the last 12 months)

### 2. Table of Contents

Provide a table of contents.

### 3. List of Figures & Tables

Provide a list of all figures and tables provided in the report.

### 4. Executive Summary

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<sup>1</sup> Tree Reports are always required for stand-alone tree removal permits from the Urban Forestry Division of the Department of Public Works or may be required for projects requiring discretionary entitlements from Los Angeles City Planning.

<sup>2</sup> The Tree Expert must be a Certified arborist with the International Society of Arboriculture who holds a license as an agricultural pest control advisor, Certified arborist with the International Society of Arboriculture who is a licensed landscape architect, or a Registered consulting arborist with the American Society of Consulting Arborists.

Provide a brief summary of the findings and recommendations of the report, including the methodology to determine such findings and recommendations, and an accompanying summary of the proposed project and any other relevant information.

- Project Summary (project location, proposed development, proposed tree removals and replacement plantings, best management practices, and monitoring requirements)
- Findings (data analysis, Habitat Integrity Analysis, etc.)
- Recommendations

## 5. Project Overview

Provide all requested information listed below in narrative format, and include all applicable maps, tables, and figures.

### Purpose of Tree Report

Provide the purpose of the report, including how many tree removals are proposed.

### Project Information

Provide all relevant and applicable project information, including but not limited to:

- Project Name
- Project APNs, List of Parcel Numbers and Addresses
- Project Entitlement(s) and/or Environmental Case Number(s), if applicable
- Project Team (Owner/Applicant/Representative) Names and Contacts, if applicable

### Project Location

Provide a written description of the project location, including lot size, area proposed for development, and areas which will be disturbed and/or developed. Include the following information in the format indicated below:

- **TABLE.** Include the square footage and/or acreage of each individual parcel and all parcels combined.
- **FIGURE.** Provide a project location map.
- **FIGURE.** Provide a high-resolution, color map with an aerial view of the Project Site. Outline the proposed project location and boundaries of all parcels and/or lots involved.

### Proposed Development

Provide a written description of the following:

- Proposed structures (i.e., size, location, use, etc.)
- Existing and proposed easements (i.e., those for open space, steep slope, limited building zone, utilities, roads, etc.)

- Existing and proposed off-site improvements, such as for roads, utility extensions, or stormwater facilities
- Construction equipment staging areas (including fencing and ingress and egress to the staging areas within the project site)
- Proposed grading/topographical modifications
  - **FIGURE.** Provide a Grading Plan illustrating legal clearing, including clearings related to preparation of land for development.
- Landscape modifications
  - **FIGURE.** Provide a Landscape Plan illustrating existing trees and protected shrubs and proposed tree/protected shrub removals and replacement trees/shrubs.

## Tree Retention/Preservation Efforts

- Avoidance and Minimization Measures:
  - Describe how the project has been designed to avoid impacting on-site biological resources, such as moving the building footprint to avoid tree removals (e.g., exploratory trenching, either manual or air spading).
  - Describe how the project has been designed to minimize impacts on biological resources, such as redesigning the project to lessen the amount of natural vegetation removal to the greatest extent possible.
- Project Schedule, including phases and anticipated durations

## 6. Tree Assessment

Describe specific site visit information, including dates, times, and site visit methodology. Guidance on specific submission requirements is outlined below. Any field analysis surveys older than 12 months require another site visit to document any changes which should be noted in the report.

### Field Methodology

Provide a detailed narrative description of field survey methods and materials used to conduct the flora field analysis. The survey area for trees and protected shrubs shall include the entire project site and any nearby neighboring trees or protected shrubs whose critical roots zones fall within the project site. The entire project site must be walked to the extent physically possible. A binocular survey should also be conducted of the surrounding area. If the entire project site is not able to be surveyed on foot, provide justification.

The date, time of day, duration of the site visit, and weather conditions should be recorded for all conducted field visits. City staff may request additional field analysis if the time spent in the field does not adequately record all resources, or if the results of the surveys could be affected by season, time of day or weather conditions.

Protective fencing shall be installed around ALL protected trees and shrubs, significant trees (as identified in certain specific plans), and street trees within proximity of construction, prior to the Tree Expert photographing the project site for the Tree Report and shall remain until UFD permits / clearances are granted.

## Data Analysis

Based on information gathered from the field analyses, provide a detailed narrative description of the existing tree specimens that occur on the site or on land immediately adjacent to the site. Also provide a conservative analysis of potentially removing all street trees, in the event of any post-approval site reconfigurations. Each table must be provided separately and cannot be combined into less tables.

- **Photo Index.** Provide clear color photos of each tree in its entirety. Minimum photo size for each protected tree is 5" x 7" and must include the tree number, tree name, and recommendation on the same page. Photos must depict properly installed Protective Fencing around all Protected Trees/Shrubs being retained/removed as recommended in the protected tree report. Multiple trees may be shown in one photo if there is a method to differentiate between individual trees. Indicate if any trees other than street trees are intentional ornamental plantings. Photo labels must correspond to both the site plan and a table for each of the following tree categories:
  - Street Trees in the adjacent public right-of-way
  - Protected Trees/Shrubs per Ordinance No. 186,873
  - Other On-Site Trees (not including protected trees/shrubs nor significant/native trees)
  - Off-Site Trees (less than 50 feet from project site)
- **Tree Inventory Table.** Each table must be provided separately and cannot be combined into less tables. All tables are to be formatted with the following columns for each specimen (along with individual labels corresponding to the Site Plan and Photo Index):
  - Species Name (scientific and common)
  - Tree Height
  - Diameter at Standard Height (DSH) (in inches). Indicate if the tree is a sapling or has a diameter of less than 4 inches
  - Canopy Spread (in feet)
  - Physical Condition (i.e., good, fair, if declining, drought stressed, twig dieback, etc.) including health, structural integrity, and rating. Note the presence of infectious tree diseases including but not limited to: Sudden Oak Death (*Phytophthora ramorum*), Thousand Canker Fungus (*Geosmithia morbida*), Polyphagous Shot Hole Borer (*Euwallacea* spp.), Goldspotted Oak Borer (*Agrilus auroguttatus*)
  - Natural/Ornamental. Provide an expert opinion on whether the tree is naturally occurring or an intentional ornamental plant
  - Recommended Disposition:
    - No Impact - tree is not located within or near the construction area
    - Preserve - tree is located within or near the construction area but will be retained
    - Encroach - tree will be retained but may be affected by construction work within the dripline
    - Remove - tree will be removed. State the reason for proposed removal (e.g., due to its location within the construction area, damaged sidewalk, or driveway installation, street widening)

- Tree Replacement Values/Ratios, if applicable. Replacement trees shall be the same species unless the City determines that another species would be more suitable for the location. Factors to be considered include the long-term health of the tree in the location and its compatibility with the adjacent uses as well as design considerations.

Include an applicable column for each table as follows:

- Street Trees in the adjacent public right-of-way
- Off-Site Trees: Provide code for off-site trees; i.e., OS#1 for trees to be field tagged. Approximations based on observation may be provided if restricted by property access.

Example Table (for reference only):

Tree number	Naturally occurring / Planted	Protected / not protected / street tree / significant tree.	Species Name (scientific and common)	(DSH)	Tree Height	Canopy Spread	Health rating	Recommended disposition	Reason for proposed tree removal	Replacement ratio	Replacement species	Comments:
12	naturally occurring	Protected	Coast Live Oak ( <i>Quercus agrifolia</i> )	20"	35'	30'	B	Removal	grading	4:1	Coast Live Oak ( <i>Quercus agrifolia</i> )	will not sustain impact of grading
3	naturally occurring	Not Protected	So. Cal. B. Walnut ( <i>Juglans californica</i> )	2"	3'	5'	A	Encroach	grading	N/A	N/A	does not qualify as protected
5	naturally occurring	Significant tree	Shamel Ash ( <i>Fraxinus uhdei</i> )	30"	55'	40'	A	removal	New construction	1:1	Bottlebrush ( <i>Callistemon Citrinus</i> )	Directly in the footprint of new SFD
11	Planted	Street Tree	American Sweetgum ( <i>Liquidambar styraciflua</i> )	12"	35'	18'	C	No Impact	N/A	N/A	N/A	No impact

- **Figure/Plot Plan.** Provide a site plan identifying the locations and species of all existing trees and shrubs (protected and non-protected) onsite. Append an 11" x 17" legible site plan to the Tree Report. The site plan should also include the following information:
  - Topography
  - Color-Coded Tree/Shrub Symbols:
    - Yellow: Oak tree including Valley Oak (*Quercus lobata*) and California Live Oak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to Southern California but excluding the Scrub Oak (*Quercus berberidifolia*)
    - Blue: Western Sycamore (*Platanus racemosa*)
    - Green: California Bay (*Umbellularia californica*)
    - Orange: Southern California black walnut (*Juglans californica*)
    - Pink: Mexican Elderberry (*Sambucus mexicana*)
    - Brown: Toyon (*Heteromeles arbutifolia*)
  - Species type, size, and whether the tree is to be retained/removed
    - Circled in Red: All proposed protected tree removals
    - Bold Dashed Line: All trees to be retained shall clearly indicate the tree protection zone fencing
  - Approximate Canopy extent (size and shape) and a Tree Protection Zone installed at a distance from tree trunk that equates to 12 times the Diameter at Standard Height; e.g., 20" DSH X 12 = 240 inches (20 feet)
  - Locations of proposed replacement trees
    - Include circle symbols to indicate mature canopy extent

- Provide distances between trees if proposed trees are less than 10 feet apart
  - Locations of off-site trees that may be impacted by project, if applicable
    - Footprint of any proposed buildings, walls, patios, pools, etc.
  - Lot and proposed building(s) square footage
- **Findings for Protected Tree Removal.** Pursuant to Los Angeles Municipal Code (LAMC) Sections 46.00 and 17.06, explain why each protected tree cannot be preserved on the project site; and justify each proposed tree removal. If applicable, include any written correspondence from any City departments regarding required locations for building footprint / retaining walls that would lead to the removal of trees.
  - The removal of the protected tree would not result in an undesirable, irreversible soil erosion through diversion or increased flow of surface waters that cannot be mitigated to the satisfaction of the City's Chief Forester.
  - The physical condition or location of the tree is such that (one or multiple justifications):
    - Its continued presence in its existing location prevents the reasonable development of the property
    - According to a report required pursuant to LAMC Section 17.06 C, acceptable to the Advisory Agency and prepared by a Tree Expert, there is a substantial decline from a condition of normal health and vigor of the tree, and its restoration through appropriate and economically reasonable preservation procedures and practices is not advisable
    - It is in danger of falling due to an existing and irreversible condition
    - Its continued presence at its existing location interferes with proposed utility services or roadways within or without the subject property, and the only reasonable alternative to the interference is the removal of the tree
    - It has no apparent aesthetic value, which will contribute to the appearance and design of the proposed subdivision; or it is not located with reference to other trees or monuments in such a way as to acquire a distinctive significance at the location

## 7. Projects within Overlays

This section is to be reviewed by City Planning, not the Urban Forestry Division.

- **Photo Index.** Provide an index with the same contents as the index required by Section 6 above.
- **Tree Inventory Table.** Provide a table with the same contents as the tables required by Section 6 above. Include an applicable column for each table as follows:
  - For projects within the Mount Washington / Glassell Park Specific Plan: Label any qualifying trees as Significant Trees and/or Native Trees per the definition within the Specific Plan.
  - For projects within the Mulholland Scenic Parkway Specific Plan: Label any qualifying trees as significant native and non-native trees per the definitions within the Specific Plan.

- **Figure/Plot Plan.** Provide a plot plan with the same contents as the plot plan in Section 6 but only identify qualified trees per the applicable specific plan. Append both an 11" x 17" and 24" x 36" legible site plan to the Tree Report.

## 8. Habitat Integrity Analysis

Identify any woodland on the project site and provide a Habitat Integrity Analysis (HIA) if said woodland is a sensitive natural community. If the Tree Expert is unable to provide this information, then the analysis should be conducted by a biologist supplementing the Tree Report.

- **Sensitive Natural Community.** Certain woodlands are identified by CDFW as a sensitive natural community on the California Natural Community List. Determine whether the suspected woodland/grove currently or historically meets the membership rules for any sensitive natural communities identified in the CNPS Manual of California Vegetation, including but not limited to, California Walnut Groves, California sycamore - coast live oak riparian woodlands, Engelmann oak woodland and forest, and Valley oak woodland and forest. Note that additional vegetation communities may be considered as sensitive natural communities at the association level, not the alliance level.
- **Woodland Boundary Delineation.** If the project site contains any oaks, or Southern California black walnuts, or other qualified trees, delineate the boundaries and areas of any qualified woodlands or groves by identifying tree stands comprising two or more trees (greater than a 54-inch diameter at standard height) of the same species, whose sphere of influence have any overlap.

Illustration 1: How to depict an individual tree and its sphere of influence.

Delineate a woodland wherein a stand has 2+ trees whose sphere of influence (10 times the tree area) have any overlap.

For example, see this illustration of a tree with a 1,000 SF canopy.

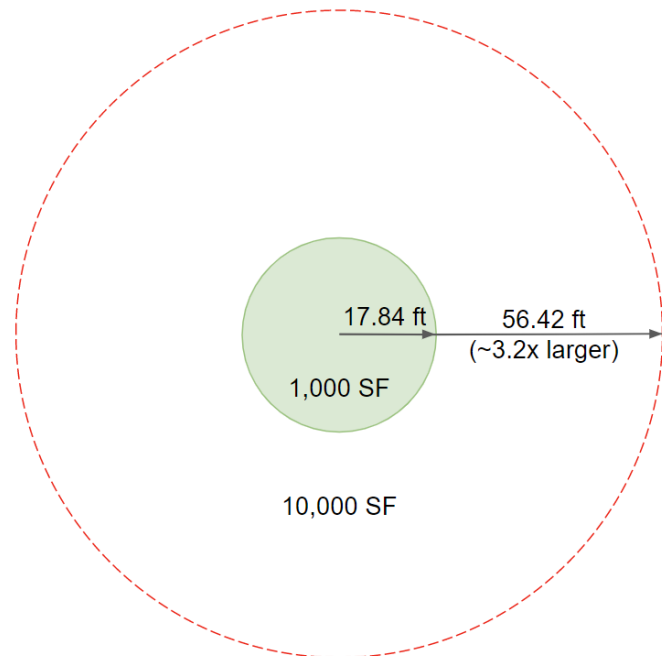
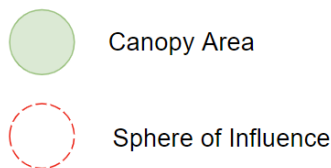
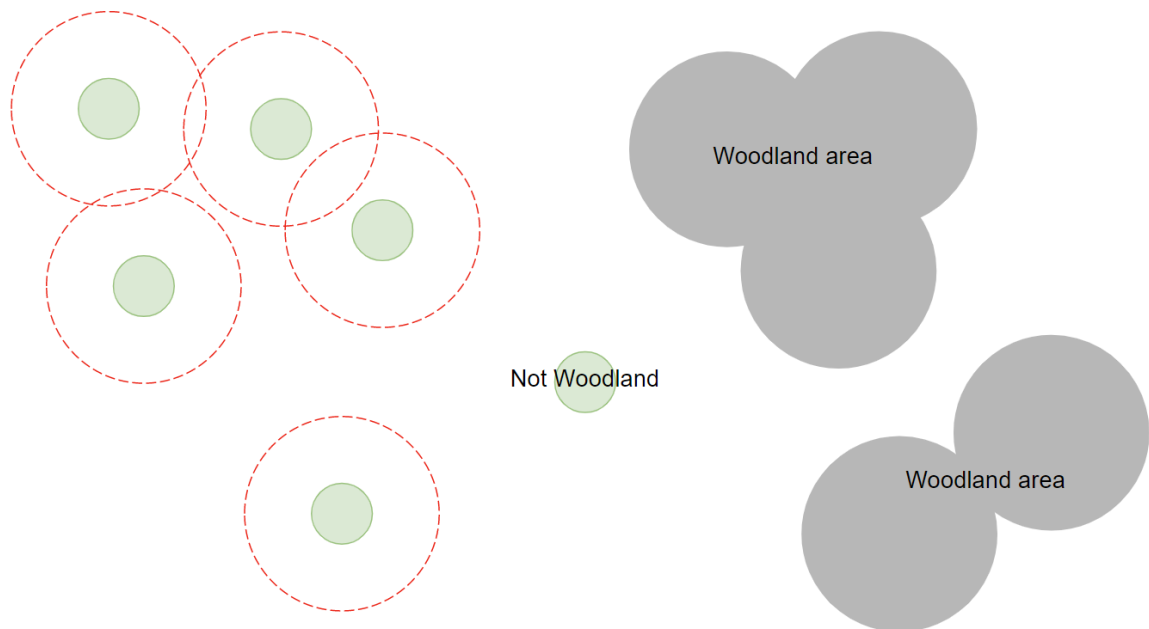


Illustration 2: How to depict qualified woodlands using their canopy areas and their respective spheres of influence.



- **Habitat Integrity Analysis.** If the project site contains a woodland or grove with a Global or State rarity rank of 1 – 3 at a vegetation association level, provide a HIA to determine if that woodland or grove is self-sustaining and can naturally regenerate on the project site.
- **Potential Project Impacts.** Provide a description of the following project features that may adversely affect tree species and protected shrubs:
  - Avoidance and minimization measures
  - Direct impacts: Impacts may occur when a tree or protected shrub is proposed for removal. Provide numbers of individuals and relative percentage of the population that will be impacted. Include a conservative analysis on the removal of all street trees.
  - Indirect impacts: Impacts may occur from fuel modification requirements on adjacent properties, addition of invasive species, etc.

## 9. Best Management Practices

Provide a list of all best management practices proposed for the project, including required practices, and recommended practices.

### Required Practices

- Tree Protection Zone
- Monetary Bonding
- Tree Monitoring and Inspection



## Recommended Practices

- New Tree Planting and spacing
- Maintenance and Pruning
- Diseases and insect control and mitigation

## 10. Conclusion and Recommendations

Provide the conclusion of the report, including any further recommendations or requirements.

## 11. Glossary of Terms and Acronyms

Provide a glossary of all terms and acronyms used within this report.

## 12. References

Provide a list off all references used to prepare this document, including:

- Bibliography of references cited in text
- Bibliography of general references used to prepare the document but not cited in text

## 13. Appendices / Attachments

Provide all applicable appendices/attachments in the order listed in the Tree Report.

- Site Plan shall be submitted at a size no smaller than 24" x 36" and include the following:
  - Existing and proposed structures (including fencing and walls)
  - Roads, utility extensions, and stormwater facilities
  - Areas proposed for disturbance
  - Existing landscaping and trees
  - Proposed landscaping and tree planting plan
  - Easements
  - Staging areas, including ingress and egress
- List of qualified Tree Expert(s) and other contributors, including resumes and relevant credentials and qualifications
- Correspondence with organizations and agencies regarding tree health and removal, if applicable
- Copy of permits (e.g., Tree Removal Permit application), if applicable
- Tree Disclosure Statement ([CP-4067](#)) - OPTIONAL

# References

## Acronyms

**APN** - Assessor Parcel Number

**CDFW** - California Department of Fish & Wildlife

**ISA** - International Society of Arboriculture

**LAMC** - Los Angeles Municipal Code

**UFD** - Urban Forestry Division, Department of Public Works

## Definitions

**Critical Root Zone (CRZ)** - The area of soil around a tree trunk where roots are located that provide stability and uptake of water and minerals required for tree survival.

**Diameter at Standard Height (DSH)** - Measurement of the diameter of the tree trunk at four and one-half feet (or 54 inches) above natural grade. Indicate if the tree is a sapling or has a diameter of less than 4 inches.

**Global or State Rarity Rank** - NatureServe's Heritage Program uses the rarity rankings defined in their Natural Community Conservation Ranks. The G indicates the species' rarity and threat globally, and the S indicates the species' rarity and threat in California. If a species is marked with a G1 through a G3 code, the species is rare and threatened throughout its range. A species marked with a G5 and an S1 through an S3 code is secure through its range outside the state but is rare and threatened in California.

**S1** - Critically imperiled; at very high risk of extirpation in the jurisdiction due to very restricted range, very few populations or occurrences, very steep declines, severe threats, or other factors.

**S2** - Imperiled; at high risk of extirpation in the jurisdiction due to restricted range, few populations or occurrences, steep declines, severe threats, or other factors.

**S3** - Vulnerable; at moderate risk of extirpation in the jurisdiction due to a fairly restricted range, relatively few populations or occurrences, recent and widespread declines, threats, or other factors.

**S4** - Apparently secure; at a fairly low risk of extirpation in the jurisdiction due to an extensive range and/or many populations or occurrences, but with possible cause for some concern as a result of local recent declines, threats, or other factors.

**Grove** - See the *Woodland* definition.

**Habitat** - A species-specific construct. Habitat is the abiotic and biotic setting that currently or periodically contains (e.g., ephemeral pools) the resources and conditions necessary to support one or more life processes (e.g., cover, feeding, and reproduction) of a given flora or fauna species.

**Habitat Integrity Assessment (HIA)** - An analysis at an individual-species level of whether the habitat currently or periodically contains the resources and conditions necessary to functionally support one or more life processes of the identified species. Specifically for woodlands, an HIA includes whether the vegetation stand is self-sustaining and can naturally regenerate on the project site.

**Natural Communities** - A group of plant species living together and linked together by their effects on one another and their responses to the environment they share. Typically, the plant species that co-occur in a plant community show a definite association or affinity with each other.

**Native Plant** - Any plant species listed on [Calflora](#) and/or [Jepson Manual eFlora](#) (or successor standard references) and identified as naturally-occurring and adapted to the environmental conditions of the Los Angeles region and whose presence is not due to human intervention (e.g., planned landscaping). This definition excludes invasive plants like dandelions and other weeds. Note that this definition slightly differs from the definition within the Mount Washington / Glassell Park Specific Plan which defines “Native Plants” as any plant species listed in Phillip A. Munz’s “A Flora of Southern California” (or its successor standard reference as adopted by the Director) and identified as indigenous to the Los Angeles area.

**Native Tree** - If any single trunk Native Plant measures four inches or more in diameter at four and one-half feet above the ground level at the base of the plant; or any multiple trunk Native Plant measures 12 inches or more in diameter immediately below the lowest branch; or any plant planted pursuant to a permit to relocate or remove trees. This definition shall not include any plant being grown or being held for sale by a licensed nursery within the Specific Plan area while the plant remains at the nursery and shall not include street trees.

**Protected Tree Ordinance** - Regulations in the LAMC Section 46.00 that govern impacts and/or potential tree removal of protected tree and shrub species, including the following: Oak (*Quercus spp.*) excluding the Scrub Oak (*Quercus berberidifolia*), Southern California Black Walnut (*Juglans californica*), Western Sycamore (*Platanus racemosa*), California Bay (*Umbellularia californica*), Mexican Elderberry (*Sambucus mexicana*), Toyon (*Heteromeles arbutifolia*)

**Qualified Biologist** - A person with the appropriate education, training, and experience to conduct biological surveys, monitor Project activities that have the potential to affect biological resources, provide construction worker education programs related to the protection of biological resources, and supervise or perform other tasks related to biological resources; possesses a Bachelor of Science degree or Bachelor of Arts degree in biology, ecology, or a related environmental science; and has at least five years of professional experience that requires knowledge of natural history, habitat affinities, and identification of flora and fauna species, and relevant local, State, and federal laws and regulations governing the protection of biological resources.

**Radius** - A straight line from the center to the circumference of a circle or sphere.

**Sensitive Natural Community** - Natural Communities with ranks of S1-S3 which warrant mitigation under CEQA. If a natural community is marked with a G1 through a G3 code, the alliance and associations are rare and threatened throughout its range. A natural community marked with a G5 and an S1 through an S3 code is secure through its range outside the state but is rare and threatened in California.

**Sphere of Influence** - The area extended 10 times beyond the canopy of an individual tree that covers the functional woodland lifecycle processes, including the dispersal of acorns/nuts and recruitment of seedlings intermingling with the grassland or chaparral surroundings. To generally illustrate the sphere of influence on site/landscaping plans, derive its canopy radius from the canopy area using the Area of a Circle Formula ( $A = \pi r^2$ ), then multiply it by 3.2 for the sphere of influence's radius.

**Significant Tree** - A tree measuring 12 inches or more in diameter at four and one-half feet above the average natural grade at the base of the tree and/or is more than 35 feet in height.

**Stand** - A spatially continuous unit of vegetation with uniform composition, structure, and environmental conditions. This term is often used to indicate a particular example of a plant community.

**Tree Expert** - An individual who is either a Certified arborist with the International Society of Arboriculture who holds a license as an agricultural pest control advisor, a Certified arborist with the International Society of Arboriculture who is a licensed landscape architect, or a Registered consulting arborist with the American Society of Consulting Arborists.

**Tree Protection Zone (TPZ)** - An area where construction activities are prohibited or restricted to prevent injury to preserved trees, and may expand beyond the critical root zone itself. Tree Protection Zone usually measures 15 feet beyond the dripline. The City Arborist retains discretionary right to extend or modify the TPZ at any time.

**Woodland** - An area or vegetation type in which trees occur in open stands where their crowns are open and generally do not overlap (usually with 10% to 60% canopy cover). A Woodland may also be identified as a Grove.