APPLICATIONS

TREE REPORT FORM

Los Angeles Municipal Code (LAMC) Sections 46.00 (Protected Tree and Shrub Regulations), 17.06 (Tentative Map Standards and Appeals) of Chapter 1, and 11.1.3.P. (Protected Vegetation Regulations) of Chapter 1A require the protection of any protected trees/shrubs on the project site and/or any street trees within the adjacent public right-of-way that may be impacted or removed as a result of the project (e.g., any changes to the building footprint, including construction, demolition, or grading).

If a Tree Report is required, this form is to be used by applicants and report preparer(s) to understand possible tree/shrub removals, tree maintenance plans, and the overall health status of each tree in the project area. All required surveys and assessments for the Tree Report must be carried out and prepared by a Tree Expert (as defined by LAMC Section 17.02 (Definitions) of Chapter 1 or LAMC Division 14.2 (Glossary) of Chapter 1A) and conducted within the last 12 months. A copy of the report and all report updates shall be submitted to the project's administrative files with the City of Los Angeles.

Tree Reports are always required for stand-alone tree removal permits from the Urban Forestry Division of the Department of Public Works or for any by-right, ministerial, or discretionary projects that could potentially affect or result in the removal of protected trees/shrubs or any street trees within the adjacent public right-of-way, and may be required for projects requiring discretionary entitlements from Los Angeles City Planning.

Note that in addition to the Tree Report, an applicant may need a Qualified Biologist to analyze sensitive natural communities and oak or black walnut woodlands must assess the potential impacts to the habitat(s) either in the Biologist's Statement of Biological Resources (CP-3613) or the Biological Resources Report (CP-4073) if identified by a Tree Expert during their initial field assessment.

To ensure the accuracy of the report and the understanding from the Tree Expert, please sign and date below that you have read and understand the purpose of the Tree Report:

Print Name: _____ **Review Date:** _____

Signature: _____

Project Overview

Complete all the following fields below if applicable:

Property Address or APN(s): _____

Date of Field Visit: _____

Related Entitlement and Environmental Case Number(s): _____

_____

Related LADBS Case Number(s) [OPTIONAL]: _____

_____

Applicant Name and Contact Information: _____

_____

Community Plan Area and Council District: _____

Total No. of Existing Trees on Site: _____

Total No. of Protected Trees/Shrubs: _____

Does the property contain any oak species and/or black walnut trees? ☐ **Yes** ☐ **No**

If Yes, the applicant will need to hire a Qualified Biologist to complete the Habitat Integrity Analysis form.

Total No. of Street Trees within the Public Right-of-Way: _____

Total No. of Existing Trees Offsite which may be impacted by the proposed project: ____

_____

Total No. of Protected Trees/Shrubs Proposed for Removal: _____

Total No. of Non-Protected Trees/Shrubs Proposed for Removal: _____

Total No. of Street Trees within the Public Right-of-Way Proposed for Removal: _____

Total No. of Protected Trees/Shrubs Proposed for Planting[1]: _____

Project Location and Development

Provide details of the project location and the proposed development. Include the following information in the format indicated below:

Lot Size: _____

Area Proposed for Development (include square footage/acreage): _____

Proposed Structure (i.e., size, location, use, etc.): _____

Existing & Proposed Easements (i.e., those for open space, steep slope, limited building zone, utilities, roads, etc.): _____

Existing & Proposed Off-Site Improvements (i.e. those for roads, utility extensions, or stormwater facilities, etc.): _____

Construction Equipment Staging Areas (i.e. fencing, ingress, and egress to the staging areas within the project site): _____

Proposed Grading/Topographical Modifications: _____

In addition to the written description of the proposed project, the applicant must attach the following documents to the Tree Report:

[1] As required by the Protected Tree Ordinance (Ord. No. 186, 873), the total number of protected trees/shrubs proposed for planting must follow a ratio of at least four protected trees/shrubs for each removal of a protected tree/shrub.

- **FIGURE.** Provide a Grading Plan illustrating legal clearing, including clearings related to the preparation of land for development.
- **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.

1. Tree Assessment

Guidance on specific submission requirements is outlined below. Any field analysis surveys older than 12 months may require another site visit to document any changes that should be noted in the report.

Field Methodology

To complete the data analysis, Tree Experts are required to conduct a tree inventory. This includes all trees such as protected trees/shrubs, any adjacent right-of-way street trees, and nearby neighboring trees/shrubs whose critical root zones fall within the project site. Provide a detailed narrative description of the field methods and materials used to conduct the tree inventory.

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. To ensure the accuracy of the report and the understanding from the Tree Expert, please initial and date below that you have read and understood the expectations of the tree inventory:

Tree Expert Initials: _____ **Date:** _____

State any and all applicable methodologies used to survey the parcel below:

Additional Information Attached: ☐ **YES** ☐ **NO**

Data Analysis

Based on information gathered from the field analyses, fulfill the following requirements: a photo index, tree inventory table, and an existing tree plan. Any detailed narrative description regarding the tree data will be addressed in the following section, Project Phases and Recommendations.

- **Photo Index.** Provide clear color photos of each tree in its entirety. The minimum photo size for each protected tree/shrub is 5" x 7" and must include the tree number, tree name, and recommendation on the same page. 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 (Ordinance No. 186,873)
    - Other on-site trees (not including protected trees/shrubs nor significant/native trees)
    - Off-site trees (include trees where its roots or canopy encroaches on parcel)

Tree Number	Naturally Occuring/Planted	Protected/Non-Protected/Street Tree/Significant Tree	Species Name (Scientific & Common)	DSH	Tree Height (in feet)	Canopy Spread (in feet)	Health Rating	Recommended Disposition	Reason for Proposed Removal	Replacement Ratio	Replacement Species	Project Overlay (if applicable)	Comments
12	Naturally occurring	Protected	Coast Live Oak (*Quercus agrifolia*)	20"	35'	30'	B	Removal	Grading	4:1	Coast Live Oak (*Quercus agrifolia*)	Mulholland Scenic Parkway Specific Plan	Will not sustain impact of grading
3	Naturally occurring	Non-protected	S. Cal B. Walnut (*Juglans californica*)	2"	3'	5'	A	Encroach	Grading	N/A	N/A	Mountain Washington/Glassell Park Specific Plan	Does not qualify as protected due to size
5	Naturally occurring	Significant Tree	Shamel Ash (*Fraxinus uhdei*)	30"	55'	40'	A	Removal	New construction	N/A	Bottlebrush (*Callistemon citrinus*)	N/A	Directly in the footprint of new SFD
11	Planted	Street Tree	American Sweetgum (*Liquidambar styraciflua*)	12"	35'	18'	C	No impact	N/A	N/A	N/A	N/A	No impact

Example Tree Inventory Table

- **Tree Inventory Table.** The table is 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: Polyphagous Shot Hole Borer (Euwallacea spp.), Fire Blight (Erwinia amylovora), Anthracnose, Goldspotted Oak Borer (Agrilus auroguttatus), Thousand Canker Fungus (Geosmithia morbida), Sudden Oak Death (Phytophthora ramorum), etc.
    - Naturally Occurring. Provide an expert opinion on whether the tree is naturally occurring or part of a previous planting project or plan.
    - Proposed Disposition for protected species and/or Significant Trees:
        - 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 tree protection zone
        - 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. As described in the Protected Tree Ordinance (Ord. No. 186,873), the permittee shall plant at least four specimens of the same protected 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. Off-site trees include trees where its roots or canopy encroaches on the parcel. Approximations based on observation may be provided if restricted by property access.
        - Projects within the following overlays:
            - Mountain Washington/Glassell Park Specific Plan and Mulholland Scenic Parkway Specific Plan
                - Label any qualifying trees as Significant Trees and/or native trees per the definition within the Specific Plan.

- **Existing Tree 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” or larger 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*)
        - Purple: Significant Tree
    - Species type, size, and whether the tree is to be retained/removed
        - Circled in red: All proposed protected tree/shrub removals
        - Bold dashed line: All trees to be retained shall clearly indicate the tree protection zone fencing
    - Approximate canopy extent (size and shape) and tree protection zone
    - Locations of off-site trees that may be impacted by the project, if applicable
        - The footprint of any proposed buildings, walls, patios, pools, etc.
    - Lot and proposed building(s) square footage

2. Project Phases and Recommendations

For each phase of the project, provide in detail recommendations for tree retention and preservation efforts, maintenance and protective measures, and tree removals. Include a general timeline with durations for the applicant to follow in each project phase.

I. Pre-Construction and Preliminary Permits

Tree Removals

In the section below, state and explain which trees can be removed and why their removal is necessary. For protected tree/shrub removals, as pursuant to Los Angeles Municipal Code (LAMC) Sections 46.00 (Protected Tree and Shrub Regulations), 17.06 (Tentative Map Standards and Appeals) of Chapter 1, and 11.1.3.P. (Protected Vegetation Regulations) of Chapter 1A, explain why each protected tree/shrub cannot be preserved on the project site; and justify each proposed tree/shrub 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.

To follow requirements regarding eligible protected tree/shrub removals, refer to LAMC Article 6 of Chapter IV Section 46.02.

Additional Information Attached: ☐ **YES** ☐ **NO**

II. Project Construction

Additional Information Attached: ☐ **YES** ☐ **NO**

III. Post-Construction

Additional Information Attached: ☐ **YES** ☐ **NO**

3. Glossary of Terms and Acronyms

Provide a glossary of all terms and acronyms used within this report that are not included in the definitions in the Appendices.

4. References

Provide an attachment of all the 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

5. Attachments

Provide all applicable appendices/attachments, including, but not limited to:

- 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 previously-obtained permits (e.g., Tree Removal Permit application), if applicable
- Tree Disclosure Statement (CP-4067) – OPTIONAL

Tree Expert Credentials

(only to be completed by the Tree Expert of hire)

Name of Tree Expert: _____

Mark which of the following qualifications apply:

- □ 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
- □ Registered consulting arborist with the American Society of Consulting Arborists

Certification/License No.: _____

*Tree Expert Name and Signature:*_____ Date _____

Appendices

APN - Assessor Parcel Number

CDFW - California Department of Fish & Wildlife

DSH - Diameter at Standard Height

ISA - International Society of Arboriculture

LADBS - Los Angeles Department of Building and Safety

LAMC - Los Angeles Municipal Code

TPZ - Tree Protection Zone

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.

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 (or its successor standard reference as adopted by the Director) 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).

Native Tree - Any single trunk Native Plant, including those identified as protected trees, which

measures four inches or more in diameter, 4 feet 6 inches above the ground level at the base of the plant; or any multiple trunk Native Plant that measures twelve inches or more in diameter immediately below the lowest branch; or any Native Plant planted pursuant to a permit to relocate or remove trees. (Added pursuant to proposed Wildlife District Ordinance Council File 14-051A).

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*)

Protected Species - Species that are protected under state, federal, or international legislation. There are varying classifications of protected species depending on status designation and the level of legal protection. Examples of protected species classifications include the Endangered Species Act, Marine Mammal Protection Act, Migratory Bird Treaty Act, and the CITES Appendices.

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.

Significant Tree - Any tree with a trunk that measures 12 inches or more in diameter at four and one-half feet above the average natural grade at the base of the tree or is more than 35 feet in height.

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. The tree protection zone usually measures 15 feet beyond the dripline. The City Arborist retains the 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.