

Arborist Report Guidelines for Development Applications

MAY 2019

The City of Coquitlam requires an Arborist Report prepared by a Qualified Tree Expert (QTE) for all subdivision, development permits and rezoning applications. A QTE is defined in the Tree Management Bylaw No. 4091, 2010. This checklist shows the requirements for report submission to the City of Coquitlam.



Please include this page with your Arborist Report and do not submit until all requirements have been met.

Consultant, Owner and General Site information

- Civic Address, date of site visit and date it was submitted
- Name of arborist, company, address, phone number and email address
- Arborist's ISA certification number and Tree Risk Assessor number (for hazard tree evaluations)
- City of Coquitlam Business License number
- Name, phone number and email for property owner
- Site conditions & site description
- Description of proposed work or development on the property
- Identification and discussion of probable tree impacts
- If there is an adjacent forested property, include a clearing and risk management plan (i.e. windfirm boundary assessment) written by a Registered Professional Forester (RPF)

Tree Inventory and Assessment Table (every tree over 20cm DBH)

- Species (scientific and common names)
- Tag number listed in numerical order
- DBH (trunk diameter at 1.4m from grade) to the nearest 1 cm
- Estimated height (m)
- Comments, observations and/or conditions (Crown/trunk/roots)
- Treatment or recommendation for each tree
 - *If offsite trees are recommended for removal, include written and signed permission from the owner and their contact information. Any associated tree cutting permit applications for neighbouring trees must be included
- Critical Root Zone
- Dripline
- Risk rating or rationale if not included

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Tree Protection Measures

- Identify tree protection measures for trees deemed retainable. Fencing must be installed to City of Coquitlam Tree Protection Fence Standard Detail and inspected prior to demolition. Measures include:
 - Fencing details and dimensions
 - Any specialized construction measures required
 - Arborist supervision requirements
- These details should be included for the following locations:
 - All on-site trees
 - All off-site trees proposed for retention
 - All trees on neighbouring properties where the dripline is within 1 meter of the property line

Tree Management Plan (spatial representation including those within the building envelope)

- Tree locations derived from a survey drawing including neighbouring and City trees where the dripline is within 1 meter of the property line
- Graphically identify trees to be retained or removed
- Identify tree protection areas
- Diameter of trees and critical root zones
- Legible – large enough to read
- Tag numbers of trees on survey
- Existing buildings, driveways and sidewalks derived from a survey drawing
- Proposed buildings, driveways, parking pads, patios and sidewalks
- Easements and/or Rights of Way
- Water courses
- Restrictive covenant areas
- Underground servicing (such as storm, sewer, electrical, gas and utilities) if applicable. Include statement if servicing plan is unavailable
- Changes in site contouring or re-grading
- Summary table of quantity of trees to be retained, removed and quantity of replacement trees required
- Any photographs must be labeled and reference tree tag numbers

Tree Replacement Requirements

Include spatial representation of proposed tree plantings identifying:

- Class proposed and the species (from replacement tree recommendations list).
- Replacement size specifications (minimum caliper on deciduous and minimum height for conifers)

If there is an associated landscape plan please attach it to the report submission.

Include tree replacement requirements based on lot size and existing trees as per City Standards below:



Tree Replacement Requirements Based on Lot Size and Retained Trees

Lot size (m ²)	Number of trees ≥20cm DBH retained on lot post tree removal	Minimum number of replacement trees separated by class type
Less than 250m ²	0	1 Class A or 1 Class B or 1 Class C
	1 or more	None
250m ² -500m ²	0	2 Class A or 3 Class B or 4 Class C
	1 or more	None
501m ² -750m ²	0	4 Class A or 6 Class B or 8 Class C
	1	2 Class A or 3 Class B or 4 Class C
	2 or more	None
751m ² - 1000m ²	0	6 Class A or 9 Class B or 12 Class C
	1	4 Class A or 6 Class B or 8 Class C
	2	2 Class A or 3 Class B or 4 Class C
	3 or more	None
1001m ² -1250m ²	0	8 Class A or 12 Class B or 16 Class C
	1	6 Class A or 9 Class B or 12 Class C
	2	4 Class A or 6 Class B or 8 Class C
	3	2 Class A or 3 Class B or 4 Class C
	4 or more	None
Greater than 1250m ²	Less than 1 tree for every 250m ²	1 Class A for every 125m ² or
		1 Class B for every 85m ² or
1 Class C for every 65m ²		
	1 tree for every 250m ²	None