



Town of Richmond Hill

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## Tree Inventory and Preservation Plan Guidelines

A Tree Inventory and Preservation Plan includes both a Drawing and a Report as described below.

### Tree Inventory and Preservation Drawing

A computer generated drawing of the site printed to a sheet not exceeding 60 X 100 cm (24 X 40 inches). The Tree Inventory and Preservation Drawing must illustrate:

- a. The surveyed location of trees on the site and any other trees that could potentially be impacted by the proposed development (i.e. trees within 6 metres of proposed works including utility or servicing works). Trees greater than 20 cm dbh (trunk diameter at breast height; i.e., trunk diameter 1.4 m above ground) must be identified individually. Trees smaller than 20 cm dbh may be illustrated by delineating the dripline associated with groupings of trees;
- b. An indication as to whether each tree or grouping of trees is recommended for preservation, transplant or removal;
- c. Grading changes, structures and work areas/zones associated with the application;
- d. The location of any recommended tree preservation measures to be installed.

Additional information required on the Tree Inventory and Preservation Drawing is as follows:

- a. Name, credentials and contact information (address, phone number, company name etc.) for the Arborist, Landscape Architect or Ecologist responsible for preparation of the inventory;
- b. Name under which the related development application is submitted and contact information;
- c. Municipal address of the subject property;
- d. Town D06 file number;
- e. Key map (approximate scale of 1: 10 000) in the top right corner of the drawing indicating the location of the site in relation to a larger area (at least one major intersection should be visible);
- f. Scale of the drawing (between 1: 200 and 1: 1 000);
- g. Complete legend/key; and,
- h. Date of preparation/submission.

## Tree Inventory and Preservation Report

The Tree Inventory and Preservation Report must include:

- a. A summary of arboricultural evaluation methods used to catalogue and assess trees;
- b. The date and time of site inspections conducted to facilitate completion of the Tree Inventory and Preservation Plan;
- c. Descriptions of individual trees and tree groupings (see bullets i to q below) identified on the Tree Inventory and Preservation Drawing and linked to the Drawing, as well as to the trees on site, using corresponding tree identification numbers and tags;
- d. A recommendation as to whether each tree or grouping of trees identified on the Tree Inventory and Preservation Drawing should be preserved, removed or transplanted and the reason for each recommendation (see Further Notes below);
- e. Details as to when and how any recommended transplanting will be undertaken (including location to which the tree is to be moved, specific techniques to be used, and approximate timing of transplant);
- f. Details for recommended tree preservation measures which conform to, or are consistent with, Town of Richmond Hill Tree Protection Specifications and Details;
- g. Recommendations for the maintenance and management of trees to be preserved (i.e. required pruning, fertilization or cable work); and,

Descriptions of individual trees must include (at minimum):

- i. Species (scientific and common name);
- j. Size (dbh);
- k. Health (a general rating of poor, fair or good based on tree age, presence of disease, canopy structure, proportion of live wood, etc.);
- l. Condition (a general rating of poor, fair or good based on the presence of cavities, decay, broken limbs/trunk, lean, root damage, form, etc.); and,
- m. General comments with respect to c and d above.

Descriptions of groupings of trees must include (at minimum):

- n. A list of dominant species that make up the canopy and understory;
- o. A list of additional species present;
- p. An indication of the proportion of trees (for each grouping) in each of the following size ranges: 0-10 cm dbh, 11-20 cm dbh, 21-50 cm dbh, >50 cm dbh; and,
- q. General comments on the ecology of each tree grouping and the health and structural integrity of the trees within the grouping.

Further Notes on Tree Inventory and Preservation Plans:

1. Trees are not to be removed, altered, or impacted without prior consent from the Parks, Recreation & Culture Department.
2. All recommendations must be stated under a heading, subheading or table column title that reads "Recommendations".
3. Tree preservation should be one of several factors considered during the planning and design of the development. It is insufficient to justify recommendations for tree removal to facilitate (a) component(s) of the proposed development; tree removal must be justified by demonstrating that trees were considered as one of the criteria/constraints affecting site design.
4. The removal, alteration, or impacting of existing trees or vegetation on public lands is not permitted unless it is demonstrated that there are no other alternatives (in which case the Town will require appropriate compensation).
5. The Town may require a cost valuation for on-site trees and trees on public property, which are within 6 metres of any work zone(s) and designated for preservation or transplant. If requested, this information may be used to determine the value of securities to be taken for tree preservation.
6. The storage, temporary or otherwise, of construction materials and debris within the drip line of trees to be protected is not permitted.
7. The preservation of specimen trees and significant stands of trees shall be reinforced, at the discretion of the Town, by requiring an increased protection zone around the tree.
8. Tree preservation measures must be provided for all trees on adjoining properties with drip lines that extend into the project site.