

# Terms of Reference:

## Arborist Reports for Single-Family Building Permits



City of Surrey  
January 2022  
Trees and Landscape

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### **Background:**

Tree Protection Bylaw, 2006, No. 16100

Building permit applications are reviewed by City arborists. The City arborist will determine what the tree requirements will be for the site. Arborist reports are sometimes necessary to help the City arborist determine which trees can be retained and which will need to be removed.

Consulting arborists can submit an arborist report to the City for review. Reports must meet the requirements of this Terms of Reference.

### **Arborist:**

An arborist is defined in the Tree Protection Bylaw as a person who is both an International Society of Arboriculture Certified Arborist and an International Society of Arboriculture Qualified Tree Risk Assessor (TRAQ).

### **Arborist Report Requirements:**

**The following sections must be submitted in one document. You may submit up to 3 separate documents if the tree plans are separate from the report.**

- 1. Cover Page**
  - a. Name of arborist and consulting firm, address, email, and phone number
  - b. ISA Certification #, TRAQ, other credentials.
  - c. Surrey Business License #
  - d. Name and contact information for the builder/owner
  - e. Project address and project number, if applicable
  - f. Report date which is to be updated with each revision and include previous version dates
  - g. Revision #  
For example: Revision #2 September 14, 2021
  
- 2. Introduction**
  - a. Date, time, and weather conditions during site visit
  - b. Comment on demolition status, if applicable
  - c. Site conditions; soil, general notes about existing tree resource, exposure, nests, etc.
  - d. Brief site history if available, recent site changes, potential impacts of site history

- e. Purpose of report and site visit; brief description of all proposed works, grade changes, small retaining walls, outbuildings to be expected, landscaping

### 3. Tree Inventory Table

For example, see Appendix 1

- a. Table header on each page
- b. Tree species and tag # for protected trees only  
Note: Tree tags must be installed only on subject property
- c. Categorize trees by ownership: onsite/City/offsite
- d. DBH
- e. Height and crown class
- f. Tree Protection Zone as per Tree Protection Bylaw 2006, No. 16100
- g. LCR%; please include live branches/buds if assessing tree resource while deciduous trees are dormant
- h. Rate health/vigour
- i. Comment on structure (e.g. crown, trunk, roots)
- j. Recommendation: retain or remove
- k. Rationale for recommendation to retain or remove  
For example: dead, conflict with construction, high risk see TRA in page # XX, in decline beyond expectation of recovery see details and photos on page # XX
- l. Removals for reasons other than conflict with construction require TRAQ rating or other rationale as per the Tree Protection Bylaw, 2006, No.16100

### 4. Summary

- a. Tree Preservation Summary tallying the totals for retained, removed and City owned  
For example, see Appendix 2.
- b. Brief instructions on recommended care and maintenance of retained trees pre-, during and post-construction.
- c. Outline when arborist supervision is required, tree tag # and the work required relative to that specific tree, and recovery – include fencing, retaining walls and landscaping plans

### 5. Photographs

- a. Photos of site showing tree resources pre-construction  
For example: 1 photo of backyard, 1 photo of front yard
- b. Label photos with tag #
- c. Photos to support removals not in conflict with construction (e.g. cracks, conks, etc.)

### 6. Tree Plans

For example see Appendix #3

Two plans must be included in your report

- a. A tree management plan that includes:
  - Scaled building footprint and all other proposed structures (e.g. pools, sheds, hardscape, etc.)
  - Surveyed locations of all Bylaw protected trees and their TPZs shown to scale, regardless of recommendation to retain or remove

- Ensure all proposed servicing locations (e.g. water, storm/rockpit, sanitary/septic, hydro, gas, etc.) are clearly shown on the drawing, or specify as “unknown”
- b. A tree retention plan that includes:
  - Only retained trees, TPZs to scale and barrier locations
  - A summary table which lists only tag numbers, DBH and TPZ sizes for easy reference during barrier installation and inspection
  - Proposed replacement tree locations

Please include a scale, legend, and North arrow on the drawings

Tree plans are to be clear and legible; remove irrelevant information and use dark, distinctive colours.

**7. Sign off**

- a. Arborist’s full name
- b. Signature
- c. If report author is not certified, include information as above for the arborist overseeing the work and reviewing the report, as well as credentials held by report author, their full name and signature

**8. Format**

- a. Each page shall include a header with the name of the firm or consulting arborist and contact information
- b. Each page shall include a footer with the project address/project number, client name and contact information
- c. Each page shall include the page number
- d. Other relevant information

**Please note that incomplete submissions may not be reviewed until the completed arborist report is received.**





## Appendix #2

### Summary of Tree Preservation

	Onsite	Offsite	City owned
Trees to be removed			
Trees to be retained			
Replacement trees required			TBD by Parks
Replacement trees proposed			TBD by Parks
Replacement trees taken as cash in lieu			TBD by Parks



**Appendix #4**



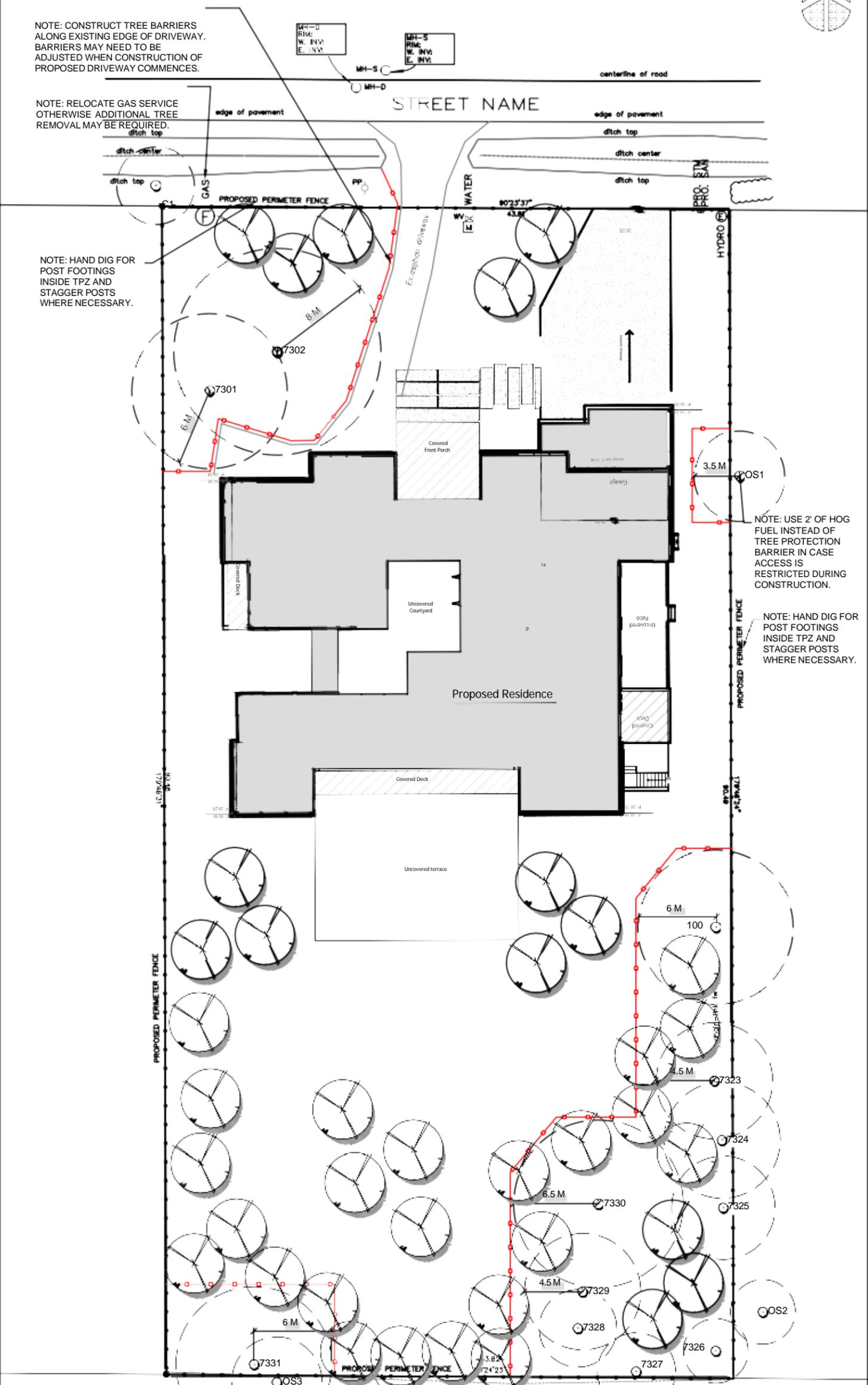
NOTE: CONSTRUCT TREE BARRIERS ALONG EXISTING EDGE OF DRIVEWAY. BARRIERS MAY NEED TO BE ADJUSTED WHEN CONSTRUCTION OF PROPOSED DRIVEWAY COMMENCES.

NOTE: RELOCATE GAS SERVICE OTHERWISE ADDITIONAL TREE REMOVAL MAY BE REQUIRED.

NOTE: HAND DIG FOR POST FOOTINGS INSIDE TPZ AND STAGGER POSTS WHERE NECESSARY.

NOTE: USE 2" OF HOG FUEL INSTEAD OF TREE PROTECTION BARRIER IN CASE ACCESS IS RESTRICTED DURING CONSTRUCTION.

NOTE: HAND DIG FOR POST FOOTINGS INSIDE TPZ AND STAGGER POSTS WHERE NECESSARY.



NOTE: HAND DIG FOR POST FOOTINGS INSIDE TPZ AND STAGGER POSTS WHERE NECESSARY.

SIZE OF TREE PROTECTION ZONE BASED ON TREE DIAMETER.

LEGEND	
	TREE TO BE RETAINED
	MINIMUM NO DISTURBANCE ZONE
	TREE PROTECTION FENCING
	REPLACEMENT TREES (Deciduous - 5cm caliper / Coniferous - 3m tall)

CLIENT

FILE NO.

PROJECT TITLE  
**TREE PRESERVATION AND PROTECTION PLAN**  
 ADDRESS  
 SURREY, B.C.

REVISIONS:

NO.	DATE	BY	REVISION

GENERAL NOTES:

- NON BY-LAW TREES HAVE BEEN REMOVED FROM THE PLANS.
- TREE PROTECTION FENCING SHALL BE CONSTRUCTED TO MUNICIPAL STANDARDS.
- REPLACEMENT TREES SHALL CONFORM TO BCSLA/BCLNA LANDSCAPE STANDARDS. SPECIES AND LOCATIONS TO BE DETERMINED AT LANDSCAPE STAGE.

SHEET TITLE  
**T2 - TREE PROTECTION PLAN**

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DRAWN NAME

SCALE SCALE

DATE DATE

**T-2**  
 SHEET 2 OF 2