



## Indigenous Trees Report Submittal Guidelines

Projects in the City of Glendale that result in encroachment on protected trees will require submission of an Indigenous Tree Report (ITR). The Division of Public Works, Urban Forestry Section requires that all Indigenous Tree Report(s) be submitted by a "Qualified Tree Expert" as defined in Glendale Municipal Code (GMC) Section 12.44.040

1. A Registered Consulting Arborist as provided by the American Society of Consulting Arborists (ASCA)
2. Certified Arborist (CA) as provided by the International Society of Arboriculture (ISA)
3. Certified Urban Forester as provided by the California Urban Forest Council (CaUFC)
4. Registered State Forester as registered by the California State Board of Forestry.

Professionals of other disciplines such as California licensed Landscape Architects and Registered Pest Control Advisors must possess any of the above listed certifications in order to be recognized as qualified tree experts.

An **Indigenous Trees Report (ITR)** shall contain the following information:

1. Name of the reporting tree expert, with current address and phone number(s).
2. Name of the client for whom the ITR is prepared.
3. Project location address with short geographic description and ecological representation, (i.e. urban interface, oak woodland, etc.)
4. Date ITR is prepared.
5. Date of ITR field inspection.
6. Statement of purpose for the report.
7. Project narrative, with analysis and conclusion will include, but is not limited to:
  - a. Project description and background.
  - b. Observations including site, project and tree descriptions.
  - c. Impacts and guidelines for protection of indigenous trees during construction to minimize impacts.
  - d. Proposed protection measures including post construction tree(s) maintenance plan.
8. Spreadsheet summarizing field observations of all protected tree(s) on subject and adjacent properties that may be impacted by project. Spreadsheet must list trees by numbers identical to the trees tagged in field, and include tree species, tree height, DBH, spread, physical condition, suggested treatment, tree rating, and any other related information.
9. Spreadsheet of proposed protected tree removals.
10. Spreadsheet of proposed protected trees to remain.
11. Color photographs of all proposed trees to be removed, pruned or encroached upon (multiple trees may be shown on a photo if there is some method to differentiate between individual trees). Additional photos of remaining protected trees preferred.
12. Topographical map and trees' location and drip line on proposed grading plans. (All protected trees to be plotted with accurate drip line.) Included on the plan shall be the footprint of any proposed buildings, walls, patios, pools, etc. Also to be included on plan is lot size and square footage of proposed building(s) and or construction. Plan must show vertical elevation(s) in relation to the indigenous trees remaining on the developed site.
13. Any further information that, in preparers' opinion, is pertinent to the project.
14. Reporting tree expert signature with verification of current licenses and certifications.