

Tree Protection Plan

A step-by-step guide

About your Tree Protection Plan

The purpose of the Tree Protection Plan is to prevent damage to public trees and surrounding soil by development work on, near, or crossing City of Calgary property. A Tree Protection Plan is required for any development involving excavation, storage of construction materials or access routes for people and equipment within six metres of a public tree.

What is a Tree Protection Plan?

- A Tree Protection Plan is an agreement between the property owner (or their authorized agent) and The City.
- It outlines how construction work is to be accomplished and the steps that will be taken to preserve trees on City land.
- The agreement specifies that the owner will be liable for any damage caused to public trees during the development process, including damage caused by contractors carrying out work for the owner.

Regulatory requirements

An approved Tree Protection Plan is required under the Tree Protection Bylaw 23M2002 and the Streets Bylaw 20M88.



Completing a Tree Protection Plan

Step 1: Public Tree Disclosure Statement

Applicants are required to complete a Public Tree Disclosure Statement. If you have not completed a Public Tree Disclosure Statement during the application process, please visit calgary.ca to submit a disclosure statement online. The information provided will assist The City of Calgary Parks & Open Spaces in determining possible public tree damage during development and construction activities.

Step 2: Pre-construction meeting

If you're not familiar with Tree Protection Plans, please phone 311 to schedule a pre-construction meeting with an Urban Forestry Technician. During this meeting, the site will be evaluated and the required measures for your Tree Protection Plan will be discussed.

Step 3: Prepare a Tree Protection Plan

Please refer to the sample Tree Protection Plan checklist when completing your Plan. Your Plan can be limited to one page provided it meets all the requirements.

Step 4: Submitting your Tree Protection Plan

Your submission should include relevant copies of the approved Site Plan or Landscape Plan. The Tree Protection Plan must include the Development Permit number and site address. Submit your completed Plan for authorization by email to tree.protection@calgary.ca

Important: Please submit a signed copy of the Tree Protection Plan Agreement (on the opposite page) with your Tree Protection Plan.

Tree protection zone

Before disturbance can begin, each public tree within six metres of a development site requires approved barriers. The barriers mark the tree protection zone in which disturbance activities are restricted. The tree protection zone extends at least four metres from the trunk of the protected tree and has protective fencing at least 1.2 metres tall above grade height.

At minimum, the zone is limited to City property, however, The City recommends extending the tree protection zone to the drip line (outer limit of the tree canopy) of each protected tree.

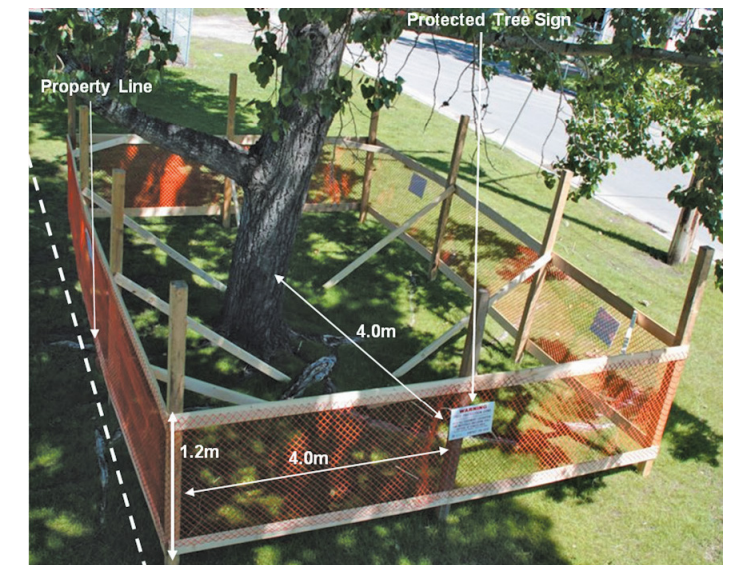
The most common type of barrier is fencing, consisting of either:

- a) A solid wood frame with orange snow fencing stapled to the outside.
- b) Metal fencing.

For safety reasons, before installing the fence, be sure to call Alberta 1-Call at 1-800-242-3447 or visit clickbeforeyoudig.com to ensure you don't hit any buried utilities. Fencing must not interfere with access to fire hydrants, or obscure intersections or traffic signage.

Maintaining your Tree Protection Plan

Applicants must implement and maintain tree protection for the duration of the development project. This includes recognition that no work, materials storage or site disturbance of any kind is to be carried out inside the tree protection zone. It's the property owner's (or agent's) responsibility to report any public tree damage including soil disturbance and root damage during development to The City. Deviation from the approved Tree Protection Plan must be authorized in writing by Urban Forestry: contact 311. Failure to follow the approved Tree Protection Plan can result in fines, as outlined in the Streets Bylaw 20M88.



Removals or pruning

Removing public trees is only considered as a last resort and can be expensive. Consider modifying your Tree Protection Plan to avoid public tree removals. Examples might include relocating underground utilities and hard surfaces.

Pruning and removing public trees requires written authorization from The City of Calgary Parks & Open Spaces Urban Forestry office. The applicant will be required to provide compensation to The City for any public trees removed.

Appraised values are determined from methodology found in the *Council of Tree and Landscape Appraisers' Guide for Plant Appraisal* published by the International Society of Arboriculture.

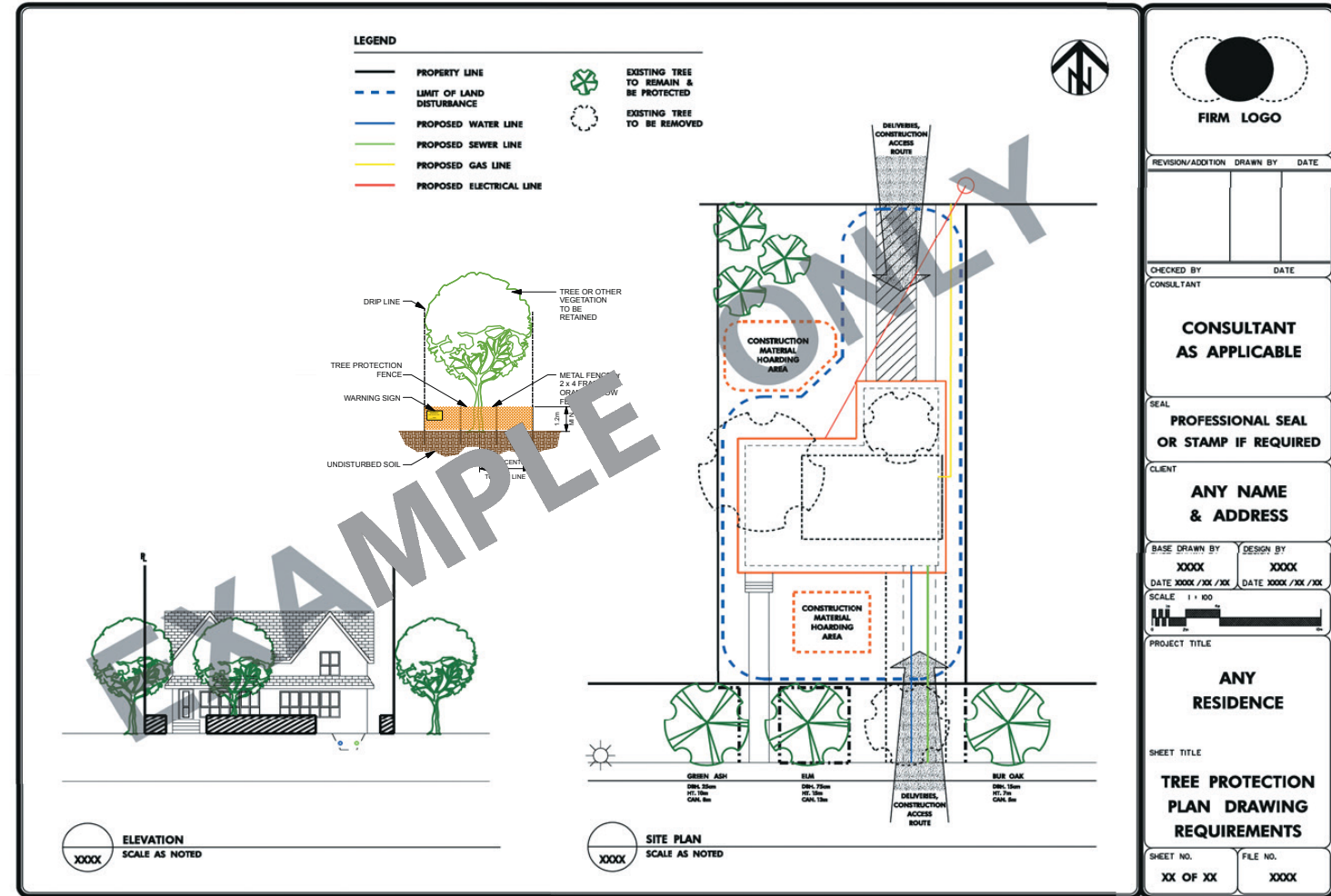
All removal, branch and root pruning work on public trees must be carried out by a tree contractor who has met The City's minimum standards. Contact Urban Forestry at tree.protection@calgary.ca or via 311 to receive assistance on selecting a qualified professional arborist.

Inspections and fines

All development sites are subject to inspection to ensure that the approved Tree Protection Plan is being followed.

Fines and charges may be levied in accordance with the Tree Protection Bylaw 23M2002 and the Streets Bylaw 20M88. Damaging a public tree carries a maximum fine of \$10,000 per offence. If the tree is removed or severely damaged without authorization, in addition to the fine the full monetary appraised value of the tree must be paid to The City. Individual public trees regularly hold valuations between \$1,000 – \$50,000 or higher.

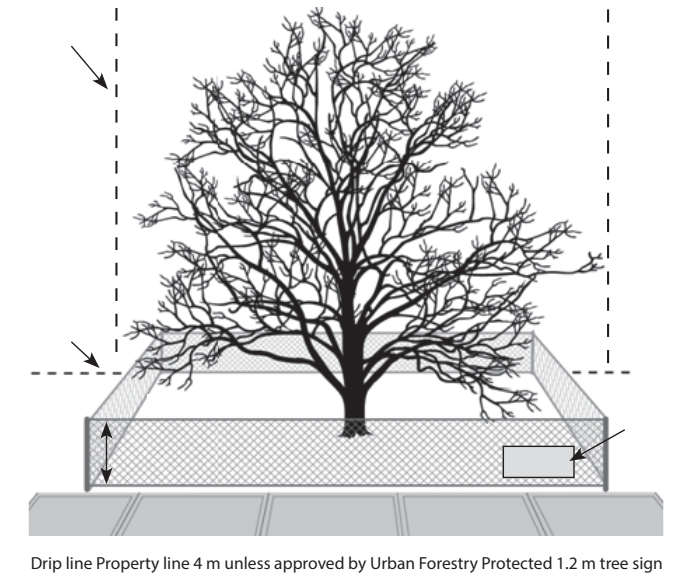
Example of a Tree Protection Plan



Tree Protection Plan Agreement

Please submit a signed copy of this agreement with your Tree Protection Plan. By signing this document and submitting it with a Tree Protection Plan, the applicant agrees to undertake the following actions during the development process:

- Follow all restrictions contained within the approved Tree Protection Plan.
- Make all workers, contractors and materials delivery companies aware of the Tree Protection Plan and ensure that no people, equipment or materials interfere with tree protection barriers.
- Install bright and durable tree protection barriers and approved signage around public trees.
- Ensure the tree protection remains in place and no work activities enter the tree protection zone for the duration of the project.
- Protect soil from disturbances of any kind within the tree protection zone and provide supplemental water a minimum of once per week.



Remember: Under the Tree Protection Bylaw 23M2002 and Streets Bylaw 20M88, property owners are responsible for providing protection to public trees and are liable for the value of trees damaged or destroyed during the development process. Individual public trees can be worth **tens of thousands of dollars** depending on the size, species, location and condition.

Offences such as removing or pruning a tree without authorization or securing objects to a public tree can carry fines up to \$10,000 in addition to the tree value compensation. Failure to follow the approved Tree Protection Plan can result in a \$500 fine.

This form is to be signed by the owner(s) of the property or their authorized agents or consultants. For more information about the Tree Protection Plan and for copies of Tree Protection Bylaw 23M2002 and Streets Bylaw 20M88, please visit calgary.ca/parks or contact 311.

I, the owner [], authorized agent [], authorized consultant [], state that, to the best of my knowledge, the information provided in the enclosed Tree Protection Plan is accurate, complete and is based on diligent inquiry and thorough inspection and review of all documents and other information reasonably available pertaining to the subject property.

I have read the Tree Protection Plan outline and agree to follow all guidelines within it. I will carry out all development work in accordance with the approved Tree Protection Plan for my site.

Tree Protection Plan checklist

The following checklist will help you ensure your application is complete. Incomplete Tree Protection Plans will be rejected, and re-submission will be required. If specific items are not applicable, please indicate why. Applicants that are unfamiliar with tree protection are advised to consult an arborist.

- | | | |
|---|---|--|
| <input type="checkbox"/> The location and species of all public trees and shrubs within six metres of the development site. Note the diameter, height and canopy. | <input type="checkbox"/> Identify (in square metres) the areas where protective barriers will be installed on any City of Calgary road right-of-way. | <input type="checkbox"/> Identify construction methods and equipment travelling across or being used on City of Calgary lands. |
| <input type="checkbox"/> Tree protection zones. | <input type="checkbox"/> Identify pre-construction and post-construction care measures such as watering, mulch and landscaping disturbances or soil enhancements. | <input type="checkbox"/> Provide contact information for a designated individual responsible for ensuring work adheres to the approved Tree Protection Plan. The designated individual will also ensure contracted staff working at the development site are aware of the Tree Protection Bylaw and the approved Tree Protection Plan. |
| <input type="checkbox"/> Construction materials storage area(s). | <input type="checkbox"/> Locate site access routes out of the tree protection zone and as far from the trunk as possible. Anti-compaction devices should be used to minimize root damage. | |
| <input type="checkbox"/> The limits of any land disturbances, excavation zones, trenching and grade changes, routing of utilities and irrigation systems, sidewalks, driveways, construction access roads, changes to street lighting, fire hydrants and utility boxes. | <input type="checkbox"/> Identify if trees are to be retained, pruned or removed. | |

Date _____

Applicant signature _____

Applicant name (please print) _____

Telephone number _____

Email address _____

Company name (please print) _____

Site address _____

Development Permit/Building Permit number _____

The personal information collection herein is authorized under Section 4(c) of the Protection of Privacy Act (POPA) and the Tree Protection Bylaw 23M2002 and Street Bylaw 20M88 for the purpose of tree protection on public land. It may be used in an automated system to generate content or make decisions or predictions. If you have any questions about the collection or use of your personal information, please contact Urban Forestry Parks and Open Spaces, MC 75 111 - 17 St SE Calgary AB T2E 6Z9, by phone 368-886-8470 or email tree.protection@calgary.ca.