



City of Kingston

Guidelines for the Completion of an Arborist Report

The following information is being provided in order to assist Qualified Forestry Consultants in the completion of an Arborist Report, which may be required as part of the submission of a Tree Permit Application under the City of Kingston Tree By-Law. The submission of an Arborist Report that is adequately detailed will allow for a more effective and efficient review of Tree Permit Applications by municipal staff. This will result in fewer delays in responding to requests and the processing of the Tree Permit Applications.

An Arborist Report must be prepared by a Qualified Forestry Consultant, which includes a Certified Arborist (certified by the International Society of Arboriculture), a Certified Tree Marker (full certification and good standing with the Ministry of Natural Resources), or a Registered Professional Forester (full member of the Ontario Professional Foresters Association). If tree protection measures are recommended or required, a Tree Preservation and Protection Plan will have to be signed and/or stamped by a Certified Arborist.

Note: The following are only guidelines. All information listed here may not need to be included in every report, as each proposal will be different and will rely on an individual level of detail.

Contact Information: Include the Qualified Forestry Consultant's name, professional registration number, company name, address, telephone and fax numbers, and e-mail address (if applicable) in the report.

Location: Provide the municipal address of the site and the precise location of the tree(s) in map form, or located on a site plan, inclusive of all relevant information as it relates to all proposed or existing buildings, structures, fence lines, lot and block layouts, driveways, service easements, and road patterns (e.g. northwest corner of the lot/building between the parking lot and the fence).

Species: Identify the tree(s) in question by both common English name and Latin binomial [e.g. silver maple (*Acer saccharinum*)]. Digital photography may be used for the purposes of clarifying information (i.e. location, species, etc.).

Size: The diameter at breast height (DBH) of each tree must be provided in centimetres; measured at 1.37 metres from the ground. Measurements must be accurate to at least one decimal place (e.g. 54.7 cm DBH).

Condition: Detailed information must be included about the condition of the tree(s), especially if it is determined that the tree is not in good condition. The tree condition rating will be based on, but not limited to, the following factors:

1. Structural Integrity (recent limb failures; evidence of weaknesses, such as cracks or weak unions, including bark; etc.).
2. The percentage of deadwood on the tree(s).
3. Vigour (e.g. healthy leaves, crown, bud/branch development, etc.).
4. Presence of insects and/or disease.
5. Are fungal bodies present? If yes, where?
6. Is decay evident at unions, base, roots, or elsewhere?
7. Is the tree damaging structures? If so, which ones?
8. Is there a significant lean to the tree(s)?
9. Has the tree(s) been affected by any natural events or disasters?

An overall condition rating (Good, Moderate, Poor) must be given to each tree.

Impact from Proposed Construction: Outline the effect of the proposed construction activities on the tree(s) (i.e. root loss; mechanical injury; is the tree within the proposed building envelope?).

Suitability for Preservation: This category assigns a rating (Good, Moderate, Poor) to each tree, based on individual characteristics (e.g. health, structure, age, and species factors) that impact its tolerance to construction activities.

Arborist Recommendation: Provide a recommendation, including treatment options for the tree(s). For example: recommend removal; recommend pruning with the installation of a cable or bolt; and/or recommend preservation and the installation of a Tree Protection Zone (refer to the City of Kingston's *Guidelines for Tree Preservation and Protection*). A rationale and/or comment should accompany the recommendation(s).