

PERMIT #: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

# Tree Protection Plan

## A step-by-step guide



[calgary.ca](http://calgary.ca) | contact 311

**Onward!** The City of Calgary is focused on protecting our air, land and water to maintain healthy ecosystems.







## About your Tree Protection Plan

The purpose of the Tree Protection Plan is to prevent damage to public trees caused by development work on, near, or crossing City 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?

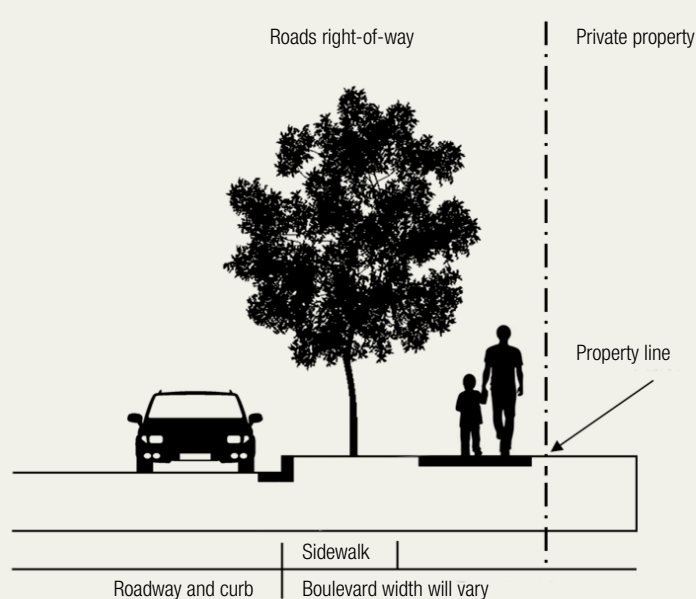
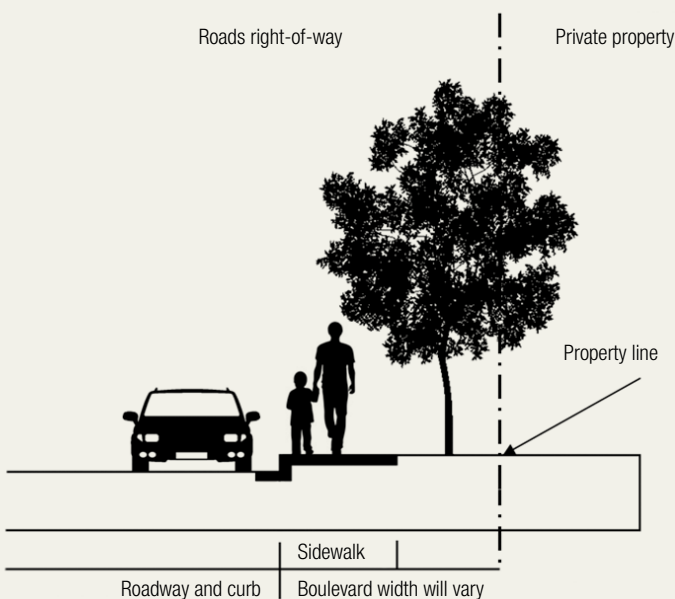
A Tree Protection Plan outlines how construction work is to be accomplished and the steps that will be taken to preserve trees on City land. A Tree Protection Plan may be a report and/or a drawing. It always accompanies a Site Plan, which is a separate document showing where change will occur based on the existing and proposed site layout. A Tree Protection Plan is also an agreement between the property owner (or their authorized agent) and The City. 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. The Tree Protection Plan must identify all proposed work involving public trees.

### Why do I need a Tree Protection Plan?

An approved Tree Protection Plan is required under the Tree Protection Bylaw 23M2002 and the Streets Bylaw 20M88. Public trees have come under increased stress in recent years due to redevelopment and construction activities. After a tree is established, any activity that changes the soil conditions, or disturbs tree branches, trunks or root systems is extremely detrimental to a tree's health. Changes can be brought on by soil compaction, excavation and altering the grade. It can take as long as 10 years for an injured tree to show signs of decline, so it's important for us to protect trees proactively.

### What is a public tree?

A public tree includes any tree which has any part of its trunk located on City lands.





## Step-by-step guide to completing a Tree Protection Plan

### Step 1: Public Tree Disclosure Statement

As part of The City of Calgary Development/Building Permit application process, applicants are required to complete a Public Tree Disclosure Statement (example on page 6). If you have not completed a Public Tree Disclosure Statement during the application process, please visit [calgary.ca](http://calgary.ca) to submit a disclosure statement online. The information provided therein will assist The City of Calgary Parks 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 on page 5 when completing your Plan. Your Plan can be limited to one page provided it meets all of the requirements.

### Tree protection zone

Before disturbance can begin, each public tree within six metres of a development site requires approved tree protection plans including barriers. The barriers mark the tree protection zone in which disturbance activities are restricted. The tree protection zone barriers must be 1.2 metres high and extend four metres from trunk of the protected tree.

At minimum, the zone is limited to City of Calgary 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 types of barrier include 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 to ensure you don't hit any buried utilities. Fencing must not interfere with access to fire hydrants, or obscure intersections or traffic signage.

Upon approval of your Tree Protection Plan, The City will provide a sign indicating the protected tree status. This signage is to be attached to each protective fence.

### Step 4: Submitting your Tree Protection Plan

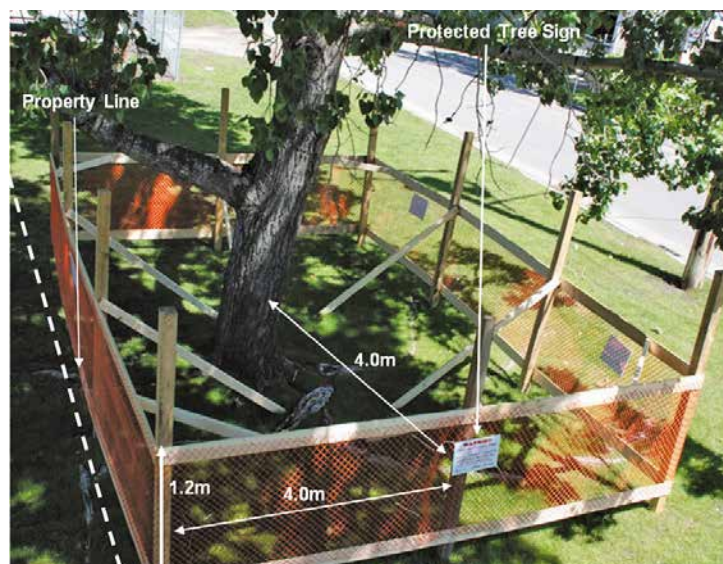
Your submission should include relevant copies of the approved Site Plan or Landscape Plan. The Tree Protection Plan must include the Development Permit number and site address. Submit your completed Plan for authorization by mail, fax or email:

Mail: Parks Urban Forestry Tree Protection Plan  
P.O. Box 2100, Stn. M #75  
Calgary, AB, Canada T2P 2M5

Fax: 403-537-7549

Email: [tree.protection@calgary.ca](mailto:tree.protection@calgary.ca)

**Important: Please submit a signed copy of the attached Tree Protection Plan Agreement with your Tree Protection Plan.**







## Step 5: Hoarding Permit

A Hoarding Permit is a type of engineering permit issued for restricting access to paved and unpaved portions of the road rights-of-way. Since a Tree Protection Plan will require hoarding off an area surrounding a public tree (in most cases), a Hoarding Permit will be required.

Once you have your Tree Protection Plan approval letter, bring it, along with your Site Plan indicating the tree protection barrier dimensions, to The City of Calgary's Traffic division (Traffic Engineering) to obtain a Hoarding Permit.

Traffic Engineering is located at 2808 Spiller Road S.E.

Contact 311 for additional information.



## Step 6: 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 is to be carried out inside the tree protection zone, and protected trees are to be watered at least once a week during development (more during temperate weeks).

It's the property owner's (or agent's) responsibility to report any public tree 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 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 Urban Forestry office. The applicant will be required to provide compensation to The City of Calgary for any public trees removed.

Appraised values are determined by using the current methodology of the Council of Tree and Landscape Appraisers' Guide for Plant Appraisal, published by the International Society of Arboriculture.

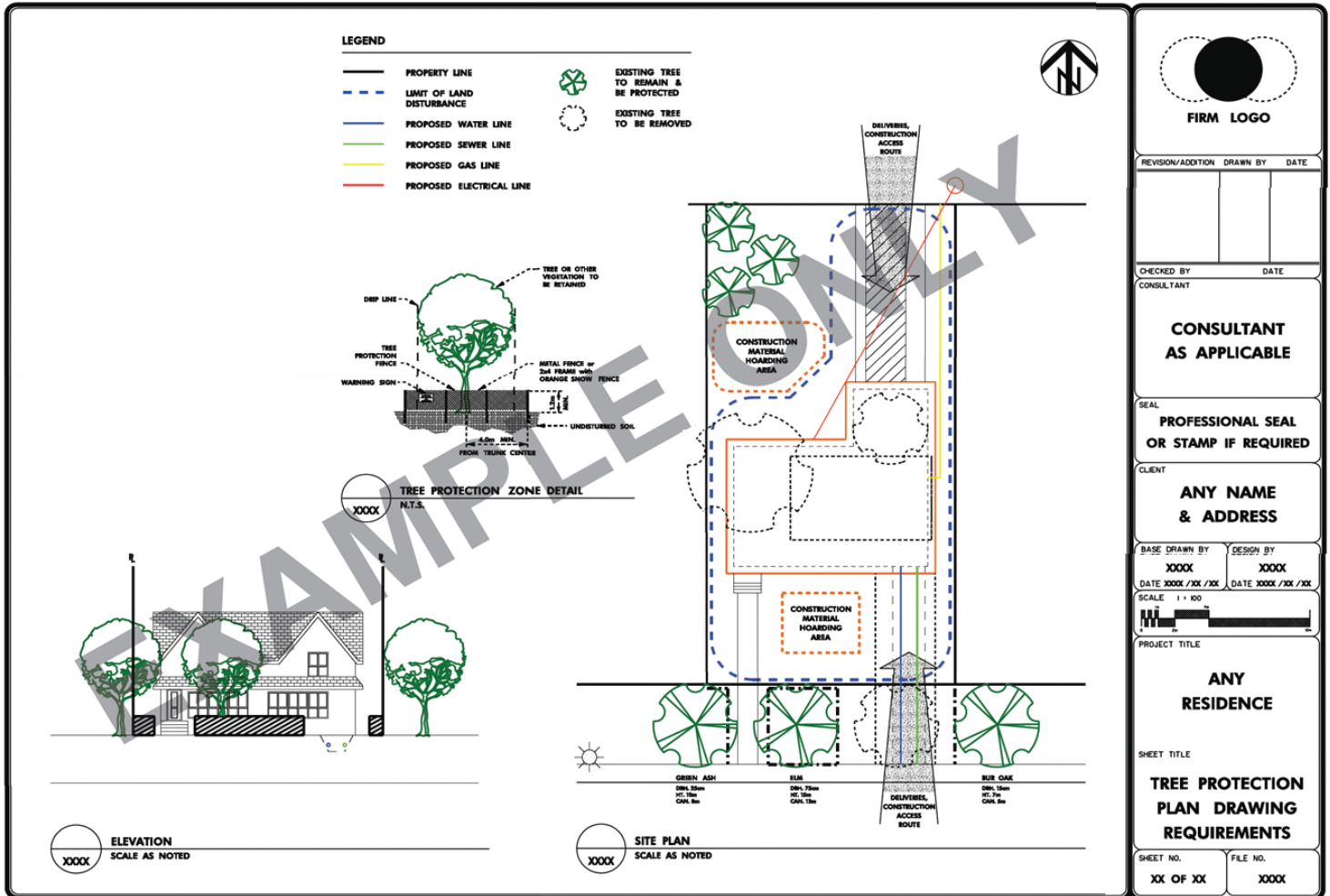
All removal, branch and root pruning work on public trees must be carried out by a tree contractor who has met The City's minimum standards. Contact Urban Forestry for a list of contractors. The Tree Protection Plan must identify all proposed work involving public trees.

## 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 offense. If the tree is removed without authorization the full monetary value of the tree must be paid to The City. Protected trees can be worth several thousand dollars.

## Example of a Tree Protection Plan



### 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.

- The location and species of all public trees and shrubs within six metres of the development site. Note the diameter, height and canopy.
- Tree protection zones (see page 3).
- Construction materials storage area(s).
- 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.
- Identify (in square metres) the areas where protective barriers will be installed on any City of Calgary road right-of-way.
- Identify pre- and post-construction care measures such as watering, mulch and soil aeration.
- Locate site access routes as far from the trunk as possible. Anti-compaction devices should be used to minimize root damage.
- Identify if trees are to be retained, pruned or removed.
- Identify construction methods and equipment to be used on City of Calgary lands.
- 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.





THE CITY OF  
**CALGARY**  
PARKS

## Public Tree Disclosure Statement

(R2012-06)

Application # \_\_\_\_\_

For office use only

Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

The information provided in this disclosure statement will assist The City of Calgary in protecting Public Trees. The City of Calgary relies on the information provided in this statement to determine the potential for Public Tree damage, which may occur during development and construction activities.

You are responsible for the accuracy of the information provided in this statement. The questions must be answered to the best of your knowledge based upon diligent inquiries and thorough inspection and review.

An Engineering Street Use, Excavation or Hoarding Permit (permit types depends on activity) is required when construction or construction related activities occur on City land, including road rights-of-way and boulevards. When such activities occur within six metres of a public tree, applicants shall be required to submit a Tree Protection Plan for approval, prior to obtaining a permit for work on City lands.

1. Are there public trees on the city lands within six metres of the development site?  Yes  No  
**If you answered 'yes' to question 1, please answer the remaining questions and include a site plan.**

2. Are you crossing City-owned lands to access development?  Yes  No

3. Are you intending to store material or equipment on City lands?  Yes  No

4. How do you intend to install underground utilities?

Open Cut  Hydro Vac  Horizontal Boring  Other (please describe) \_\_\_\_\_

5. Who will be submitting the Tree Protection Plan for this development?

Applicant  Owner  Builder  Other \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**Note:** This form is to be signed by the titled owner(s) of the property or their authorized agents or consultants.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Company Name (Please Print)

The personal information is collected under the authority of the Alberta Municipal Government Act, the Street Bylaw 20M88, the Tree Protection Bylaw 23M2002 and the Freedom of Information and Protection of Privacy Act, Section 33 (C). It may be used to communicate with the applicant during the permit application, review & inspection processes and may be circulated to relevant Portfolios. It may also be submitted to the Calgary Planning Commission (CPC) and/or Subdivision and Development Appeal Board (SDAB). Correspondence received regarding the application may be included in public agendas. The personal information and the nature of the permit will be publicly available, in accordance with Section 40(1) of the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the collection of this information, please contact the FOIP Program Administrator, Development & Building Approvals, PO Box 2100, Station M, Calgary, AB T2P 2M5. Telephone 311.



## 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 as described in the submitted Tree Protection Plan, pending approval by The City.
- Notify all contractors working on site of the Tree Protection Plan and ensure they are aware of work restrictions within all tree protection zones.
- Install bright and durable tree protection barriers and approved signage around public trees.
- Ensure no work is carried out inside tree protection zones.
- Water trees at least once a week during development (more during temperate weeks).

**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. Protected 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.** 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](http://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.*

\_\_\_\_\_
Date

\_\_\_\_\_
Applicant signature

\_\_\_\_\_
Applicant name (please print)

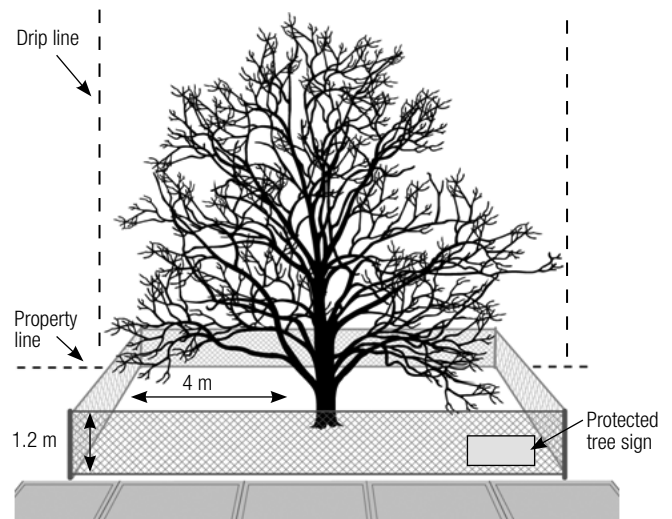
\_\_\_\_\_
Telephone number

\_\_\_\_\_
Email address

\_\_\_\_\_
Company name (please print)

\_\_\_\_\_
Site address

\_\_\_\_\_
Development Permit/Building Permit number





To find out more about Tree Protection plans and to download a PDF version of the sample Site Plan, contact 311 or visit [calgary.ca](http://calgary.ca) and search for:

- Tree Protection Plan Agreement
- Public Tree Disclosure Statement
- Public Tree and Stump Removal Application
- Tree contractors
- Tree Protection Plan: A step-by-step guide

## Sample Site Plans

