



## Instructions

# Arborist Verification of Tree Protection Measures

County of Ventura • Resource Management Agency • Planning Division

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<https://rma.venturacounty.gov/divisions/planning/tree-permits-and-the-tree-protection-ordinance/>

Oak, sycamore and other trees over a certain size are protected by the County of Ventura and subject to the requirements of the Ventura County Tree Protection Ordinance. One of these requirements is that the area within the dripline of protected trees, called the tree protection zone (TPZ), be protected from any encroachment (or intrusion) that could cause soil compaction, injury to lower limbs, grade changes, contamination of soil, or damage to the root system.

**Tree Protection Measures.** If development or other disturbance will occur near a protected tree, certain measures, such as temporary protective fencing around the TPZ, must be in place first to protect the tree. Arborist Verifications of Tree Protection Measures provide the Planning Division with confirmation that such required protective measures are in place. The final approved tree protection measures shall be shown on the final construction plans for the project. Verification that these protection measures were in place throughout the time of construction may be requested by the Planning Division. Written confirmation or photos may be requested.

**NOTE: Prior to hiring an arborist, it is recommended that the applicant contact the Planning Division to determine the specific type of Arborist Verification required.**

**Arborist Verifications that provide inadequate information will be returned as INCOMPLETE.**

**For more information on the Tree Protection Ordinance including the County's list of protected trees, go to**

**<https://rma.venturacounty.gov/divisions/planning/tree-permits-and-the-tree-protection-ordinance/>.**

The specific protection measures that are required for any given project are in one or more of the following:

- The Planning Division's [Performance Standards for Ministerial Tree Permits](#) (Tree Doc M-PS);
- The project-specific modifications to the [Performance Standards for Ministerial Tree Permits](#); or
- The approved Tree Protection Plan.

*Photos alone, without an Arborist Verification, may suffice for Ministerial Tree Permits if tree protection measures are only required for one or two trees and the photos clearly demonstrate, to the satisfaction of the Planning Director, that the required protection measures are in place.*

**Required Content:** Arborist Verification's include the completed form below and the following:

- **Photos.** 1 to 4 color photos per affected tree or stand—as needed to document the situation—are required. The photos should be taken from different vantage points, clearly illustrate the protection measures, and help locate the tree relative to nearby landmarks. Photo print outs must be a minimum of 4" x 6" photos. Digital photos are requested.
- **Site Sketch or Plan.** A site sketch or plan is required as part of the ministerial tree permit application to remove or alter a tree for reasonable access to, or use of the property. The arborist must confirm that the tree information on the site sketch or plan is accurate.
- **Tree Protection Fencing Sketch or Plan.** The arborist must indicate on the site sketch or plan any remaining trees that require tree protection fencing, and where that fencing should be located. The information in the tree protection sketch or plan shall be reflected in the final approved construction plans including the location of the trees, protection measures, and the equipment wash-off area (outside the TPZ). Verification that tree protection measures were in place throughout the time of construction, in writing or photographs, may be requested by the Planning Division.

**Arborist Qualifications.** Arborist Verifications may be prepared by Planning Division staff, an arborist certified by the International Society of Arboriculture (ISA), or a related professional, such as a landscape architect with qualifying education, knowledge and experience, as determined by the Planning Director.

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Owner of Property/Easement Where Work will be Performed \_\_\_\_\_

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I hereby verify that I visited the above site on the date indicated above and observed that all required tree protection measures, per the Performance Standards for Ministerial Tree Permits / Tree Protection Plan / \_\_\_\_\_ (indicate the document which contains the verified measures) have been met and are in place. Written verification or photographs depicting that all outlined tree protection measures were in place throughout the time of construction and grading may be requested by the Planning Division.

For ministerial permits, check all that apply:

- ☐ I have read the Ventura County Performance Standards for Ministerial Tree Permits ([Tree Doc M-PS](#)).
- ☐ I confirm that all protected trees on site have appropriate fencing and signage.
- ☐ I confirm that the location of protected trees and necessary buffer area are reflected in the construction plans.
- ☐ I confirm that the planned equipment wash-off area will not impact protected trees.
- ☐ I can provide verification that tree protection measures were in place throughout the time of construction, if requested by the Planning Division.

Arborist/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_