



## Instructions

# Arborist Verification of Tree Status

County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Ave., Ventura, CA 93009 • (805)654-2488 • [plan.counter@venturacounty.gov](mailto:plan.counter@venturacounty.gov)

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

Oak, sycamore and other trees over a certain size in the non-coastal zone and most trees in the coastal zone are protected by Ventura County and subject to the requirements of the Ventura County Tree Protection Ordinance. Other than minor pruning, the removal, alteration or encroachment into the tree protection zone (TPZ) of a (living or dead) protected tree requires the approval of the Ventura County Planning Division.

Before the Planning Division will approve a request to alter or remove protected trees, a technical evaluation from a qualified arborist must be submitted (in most cases). These technical evaluations can either be in the form of an Arborist Verification or an Arborist Report. An Arborist Verification provides basic, targeted information on a County form. An Arborist Report provides more comprehensive information that adheres to the County's content requirements. For most ministerial tree permits and authorization letters, an Arborist Verification is required. For discretionary tree permits, an Arborist Report is required.

**Tree Status.** An Arborist Verification of Tree Status is used to confirm the general status of a protected tree. The County's Tree Protection Ordinance allows for the removal or alteration of a protected tree in the non-coastal zone if it denies reasonable access to a property or reasonable use of a property. (Note that this does not include the removal of trees to improve views.) An Arborist Verification in these cases is used to ascertain whether tree modifications might alleviate potential conflicts with a proposed development, or to confirm that tree removal is warranted when a tree will clearly not survive a proposed development.

To remove or alter a protected tree for reasonable use of or access to property in the non-coastal zone requires approval of a ministerial tree permit (if for less than 4 oaks or sycamores, and less than 6 trees total). The application for this permit requires submittal of an Arborist Verification of Tree Status.

An Arborist Verification of Tree Status is also required for ministerial tree permits in the coastal zone, including the removal or alteration of a non-native or non-native invasive tree or the pruning of living limbs less than 20 percent of the canopy of a protected tree.

**Required Content.** Arborist Verifications include the completed form (Cover Page and Tree Evaluation) and the following:

- **Photos.** 1 to 4 color photos per affected tree or stand are required. The photos should be taken from different vantage points, clearly illustrate the reason for the request, and help locate the tree relative to nearby landmarks. Prints 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 property. The arborist must confirm that the tree information on that 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 may be requested by the Planning Division in writing or photographs.

**Arborist Qualifications.** Arborist Verifications must be prepared by 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.

***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/>.***



# Cover Page

## Arborist Verification of Tree Status

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<b>STAFF USE</b>	Case # _____
Date Received: _____	Received By: _____
# of Color Photos Rec'd (1 per tree min.) _____	

# of Trees Evaluated \_\_\_\_\_

Reason for Request \_\_\_\_\_

### PROPERTY WHERE WORK WILL BE PERFORMED/OWNER

Site Address \_\_\_\_\_ Parcel (APN) # \_\_\_\_\_

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

Phone # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

### REQUESTED BY (if different than owner)

Name \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Relationship to Owner \_\_\_\_\_

### ARBORIST

Name \_\_\_\_\_ Certification # (ISA or related) \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

### SIGNATURE

I am the property or easement owner where the proposed work will be performed or am authorized and empowered to act as an agent on behalf of the owner on all matters related to this request of the Ventura County Planning Division for a land use entitlement or tree permit. I understand that the opinions of the arborist in this Arborist Verification are based solely on visual records at the time of inspection. This visual record does not include aerial or subterranean inspections, and therefore may not reveal existing hidden hazards. This Arborist Verification does not substitute for a complete tree inspection by a qualified arborist.

Owner Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Relationship to Owner (if other than) \_\_\_\_\_ Date \_\_\_\_\_

# Tree Evaluation

## Arborist Verification of Tree Status

Arborist should complete one evaluation per tree; however, if Section B information is the same for a stand of trees, one evaluation may be used for all, with only Section A repeated for the individual trees. Alternate formats for large numbers of trees may be acceptable.

Inspection Date \_\_\_\_\_

### Section A

Tree # \_\_\_\_\_ Tagged: Y N Species \_\_\_\_\_

# of Trunks \_\_\_\_\_ Girth \_\_\_\_\_ Height \_\_\_\_\_ Canopy Spread \_\_\_\_\_ Heritage Tree: Y N

Tree health: A (Excellent) / B (Average) / C (Fair) / D (Poor) / F (Dead/dying)

### Section B

Tree location: (include distance from a fixed landmark) \_\_\_\_\_

\_\_\_\_\_

Describe condition of the protected zone (e.g., natural grasses, steep terrain, existing roadway or structure, utility lines, drainage swales, evidence of grade changes, fire damage, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Incompatibility with the tree can be alleviated through tree modifications. \_\_\_\_\_

\_\_\_\_\_

Tree removal is warranted, as the tree will not survive the proposed land use/activity. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Tree Protection Zone (TPZ) of other protected trees will be impacted by the proposed action.

Describe appropriate tree protection measures other than or different from those in the *Performance Standards for Tree Permits*. \_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Provide an explanation on how the appropriate tree protection measures will be implemented. This information should be included in the final construction plan. The Planning Division may request a written confirmation or photos that the protected measures were in place throughout the entire time of construction.

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Spread of disease or insects from this tree is a concern.

Provide an explanation and recommendations (such as for debris disposal) \_\_\_\_\_

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**Tree Environment Remediation** (for care of potentially affected remaining trees)

- None
- Irrigate less
- Keep water away from tree trunk
- Remove TPZ soil/debris
- Treat pests \_\_\_\_\_
- Cable/pin/support
- Remove/replace nursery stake
- Other \_\_\_\_\_

Other observations \_\_\_\_\_

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Arborist Signature: \_\_\_\_\_ Date: \_\_\_\_\_