



Department of **CITY PLANNING**

Office of Buildings – Arborist Division
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PRIVATE ARBORIST REPORT SUBMITTAL TO THE TREE CONSERVATION COMMISSION

Below is a list of minimum requirements for private arborist reports submitted to the Tree Conservation Commission when filing an appeal. The requirements are listed to assist the public in selecting a professional and to aid arborists who are approaching report writing for the first time. It is mandatory that the certified arborist whom writes the prescription also does the work prescribed.

Qualifications: The minimum qualifications for an Arborist writing a report are an ISA certification, a Degree in Horticulture, Forestry, Landscape Architecture, Agronomy or any other related field in Biological Science. A minimum of 5 years' experience in the field of Forestry or Arboriculture may be required.

Insurance: An Arborist who is offering verbal or written advice must have appropriate professional indemnity insurance.

Report Requirements:

1. Name, business address, qualifications and contact telephone number of the business/individual preparing the report.
2. Name and contact details of the person/business for whom the report was prepared.
3. The address of the site containing the trees.
4. Date of the inspection and the date the report was prepared.
5. The methods or techniques used in the inspection; e.g. visual tree assessment, use of decay detection device, aerial inspection, etc.
6. Limitation of the report: What was not done? E.g. there were no aerial inspections performed; no below ground inspections were undertaken.
7. A table/spreadsheet that shows clearly for each tree the following information:
 - a. Common and Scientific name of the tree
 - b. Estimated height
 - c. Canopy/Crown spread
 - d. DBH (Diameter of the trunk at breast height, usually measured at 4.5' above ground level)
 - e. Comments on the vitality, structure and form of the tree
 - f. Tree number (to correspond with the site plan, see 10 below)
 - g. If required, inclusion of an assessment of value/significance/suitability
 - h. Are there any other trees in the property? If so, how many and list the DBH of each tree.
8. A discussion of the data collected: Expand on the data collected in the table/spreadsheet. E.g. if there is root damage noted in the spreadsheet, where is it? Is the disturbance on the surface or does it go deeper? How extensive is it? If the CRZ of the assessed tree were given, what percent of the CRZ has been affected?
9. Recommendations: What, if anything can be done to rectify any problems/hazards? Are there other options? If so, what are they, and which is the most suitable method? Why is it better than the others? E.g. if the report is for a proposed development, what engineering options can be employed to incorporate the tree(s) into the proposed design?
10. Site Plan: Showing the location of the trees and numbered to correspond with the spreadsheet (See 7 above)
11. Supporting Evidence: As appropriate for the particular report: may include photographs, test results (e.g. soil samples, resistograph readings, tomographic imagery, etc.) air spade/knife exploration, or laboratory results.
12. References: Any literature referred to, or quoted from, must be referenced using an accepted referencing method.

It is important to remember that the report must be unbiased and objective. The Arborist is reporting on the tree(s), and not attempting to affect an outcome on behalf of their client. The requirements listed here are based upon documents produced by the American Society of Consulting Arborists.