



TREE EVALUATION AND PERMIT EXEMPTION FORM

All sections of this form must be fully completed by a certified arborist

Address: _____
 Location of tree(s): _____
 (Please provide site map if location isn't obvious.)
 Owner (print): _____ Phone #: _____
 Arborist (print): _____ Phone #: _____
 Date: _____ TRACE#: _____ ISA#/RCA#: _____
 Arborist Signature: _____

HAZARD RATING:

_____ + _____ + _____ = _____
 Failure Potential + Size of part + Target Rating = Hazard Rating
 _____ Immediate action needed
 _____ Needs further inspection
 _____ Dead tree

PERMIT EXEMPTION REQUEST: Y N Owner's Signature: _____
 (grants authority for City employee to enter onto property)

TREE CHARACTERISTICS

Tree #: _____ Species: _____
 DBH: _____ # of trunks: _____ Height: _____ Spread: _____
 Form: generally symmetric minor asymmetry major asymmetry stump sprout stag-headed
 Crown Class: dominant co-dominant intermediate suppressed
 Live crown ratio: ____% Age Class: young semi-mature mature over-mature/senescent
 Pruning History: crown cleaned excessively thinned topped crown raised pollarded crown reduced flush cuts
 cabled/braced none multiple pruning events Approx. dates: _____
 Special Value: specimen heritage/historic wildlife unusual street tree screen shade indigenous
 protected by government agency

TREE HEALTH

Foliage Cover: normal chronic necrotic Epicormics? Y N Growth obstructions:
 stakes wire/ties signs
 Foliage Density: normal sparse curb/pavement guards
 Leaf size: normal small cables other _____
 Annual shoot growth: excellent average poor Twig Dieback? Y N
 Woundwood development: excellent average poor none
 Vigor class: excellent average fair poor
 Major pests/diseases: _____

SITE CONDITIONS

Site character: residence commercial industrial park open space natural woodland/forest
 Landscape type: parkway raised bed container mound lawn shrub border wind break
 Irrigation: none adequate inadequate excessive trunk wetted
 Recent site disturbance? Y N construction soil disturbance grade change line clearing site clearing
 % dripline paved: 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? Y N
 % dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%
 % dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%
 Soil problems: drainage shallow compacted droughty saline alkaline acidic small volume disease center
 history of fail clay expansive slope _____ ? aspect: _____
 Obstructions: lights signage line-of-site view overhead lines underground utilities traffic adjacent veg.
 Exposure to wind: single tree below canopy above canopy recently exposed windward, canopy edge
 area prone to windthrow
 Prevailing wind direction: _____ Occurrence of snow/ice storms never seldom regularly

TARGET

Use Under Tree: building parking traffic pedestrian recreation landscape hardscape small features
 utility lines
 Can target be moved? Y N Can use be restricted? Y N
 Occupancy: occasional use intermittent use frequent use constant use

TREE DEFECTS

ROOT DEFECTS

Suspect root rot: Y N Mushroom/conk/bracket present: Y N ID: _____
 Exposed roots: severe moderate low Undermined: severe moderate low
 Root pruned: _____ Root area affected: _____ % Buttress wounded: Y N When: _____
 Restricted root area: severe moderate low Potential for root failure: severe moderate low
 LEAN: _____ Deg. From vertical natural unnatural self-corrected Soil heaving: Y N
 Decay in plane of lean: Y N Roots broken: Y N Soil cracking: Y N
 Compounding factors: _____ Lean severity: severe moderate low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s=severe, m=moderate, l=low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Co-dominants/forks				
Multiple attachments				
Included bark				
Excessive weight				
Cracks/splits				
Hangers				
Girding				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark				
Nesting hold/bee hive				
Deadwood/stubs				
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fall: _____
 Inspection period: annual biannual other
 Failure Potential + Size of Part + Target Rating = Hazard Rating
 + + =

Failure potential: 1-low; 2-medium; 3-high; 4-severe
Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm)
 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)
Target rating: 1 - occasional use; 2 - intermittent use;
 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: remove defective part reduce end weight crown clean thin raise canopy crown reduction restructure shape
Cable/Brace: _____ **Inspect further:** root crown decay aerial monitor
Remove tree: Y N **Replace:** Y N **Move Target:** Y N **Other:** _____
Effect on adjacent trees: none evaluate **Notification:** owner manager governing agency **Date:** _____

ADDITIONAL COMMENTS

APPROVAL (OFFICIAL USE ONLY)

Hansen Service Request Number: _____

Approval by Director of Planning & Community Development Signature: _____
 Leave tree trunk as snag Leave tree stump in place
 Denied by Director of Planning & Community Development Signature: _____

Reason: _____