



## Instructions

# Arborist Verification of Hazardous or Conflicting Tree

County of Ventura • Resource Management Agency • Planning Division  
 800 S. Victoria Ave., Ventura, CA 93009 • (805)654-2488 •  
[www.ventura.org/rma/planning/Permits/tree.html](http://www.ventura.org/rma/planning/Permits/tree.html)

Oak, sycamore and other trees over a certain size 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.

**Hazardous or Conflicting Tree.** Hazardous trees are trees that have structural defects that are likely to cause failure of all or part of the tree, and if the failure were to occur the tree or limbs would likely strike a "target" (such as a building, a backyard or a vehicle).

Conflicting trees are trees that are destroying, obstructing or otherwise conflicting with other trees, or existing structures or improvements, such as private sewer lines or utilities on private property. A tree that is causing damage to structures—such as buckling sidewalks—which could result in a hazardous situation is considered a conflicting tree. A tree that is blocking solar access to existing solar collection systems is also considered a conflicting tree. The dropping of leaves or debris by trees is not considered a conflict, nor is the blocking of a view.

To remove or alter a hazardous or conflicting tree requires a ministerial tree permit, for which an Arborist Verification of Hazardous or Conflicting Tree must be submitted.

**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." Digital files 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 hazardous or conflicting tree. 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.

**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 [www.ventura.org/rma/planning/Permits/tree.html](http://www.ventura.org/rma/planning/Permits/tree.html).***





# Cover Page

## Arborist Verification of Hazardous or Conflicting Tree

County of Ventura • Resource Management Agency • Planning Division  
800 S. Victoria Ave., Ventura, CA 93009 • (805)654-2488 •  
[www.ventura.org/rma/planning/Permits/tree.html](http://www.ventura.org/rma/planning/Permits/tree.html)

<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 Hazardous or Conflicting Tree

Arborist should complete one evaluation per tree; however if Section B info 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 \_\_\_\_\_

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

# of Trunks \_\_\_\_\_ Girth \_\_\_\_\_ Height \_\_\_\_\_ Canopy Spread \_\_\_\_\_

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

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.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tree is: Hazardous / Conflicting

Describe the tree's hazardous condition (e.g., structural flaws, pests) or conflicting condition (e.g., buckling sidewalk, interfering with existing structures) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Existing object tree is in conflict with (if conflicting) \_\_\_\_\_

Tree part most likely to fail (if hazardous) \_\_\_\_\_

Failure potential: low / medium / high / severe      Size of limb or part subject to failure: < 6" / 6 - 18" / > 18-30" / > 30"

If a failure were to occur, tree/limb is likely to strike a target. \_\_\_\_\_

Target can be moved. \_\_\_\_\_

Hazard or conflict can be alleviated through reasonable tree modifications. \_\_\_\_\_  
 \_\_\_\_\_

#### Recommended Hazard/Conflict Corrections

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Remove tree                 | <input type="checkbox"/> Raise canopy |
| <input type="checkbox"/> Remove defective part _____ | <input type="checkbox"/> Restructure  |
| <input type="checkbox"/> Remove dead wood            | <input type="checkbox"/> Other _____  |

# Tree Evaluation (cont.)

Likely causes of the tree's hazardous or conflicting condition (e.g., improper pruning, building too close to tree, bark boring beetle) \_\_\_\_\_

---

---

---

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*. \_\_\_\_\_

---

---

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

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

---

### 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 \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

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