



TERMS OF REFERENCE

Replacement Tree Inspection Report

Introduction

Under the [Tree Protection and Management Bylaw No. 8045-2026](#), where tree replacement is required as a condition of a development permit, building permit, or Tree Permit, the Applicant or Owner must plant the required Replacement Tree(s) on the Lot in accordance with [Section 9.4, Schedule C](#), approved Tree Management Plan, and/or an approved Arborist Report.

A Replacement Tree Inspection Report must be submitted after planting to confirm that the Replacement Tree(s) have been planted correctly and in compliance with the applicable permit conditions and the Bylaw. Where securities have been collected for Replacement Tree(s), submission and City acceptance of the report is required before the phased release of securities may begin. Once accepted by the City, Replacement Tree(s) are considered protected trees under the Bylaw.

Where on-site planting of Replacement Tree(s) is not feasible, as determined by the Manager, the Applicant must pay cash-in-lieu for each required Replacement Tree not planted on the Lot. Cash-in-lieu payments must be made to the City Tree Reserve in accordance with the applicable fee established in the [Fees and Charges Bylaw](#).

The City strongly recommends that the report be prepared by an **Arborist**. Applicants should ensure the Arborist they hire is experienced in preparing Arborist Sign-Off letters that meet these Terms of Reference and applicable City requirements. Engaging a qualified and experienced Arborist, with professional liability insurance, may help avoid application delays, required revisions, and additional costs.

Submit Replacement Tree Inspection Reports to Trees@MapleRidge.ca.



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Where Replacement Tree(s) are required as part of a development or building permit, submission and City acceptance of the Replacement Tree Inspection Report is required prior to issuance of building occupancy.

For the purposes of these Terms of Reference, the following definitions apply:

- **"Arborist"** means a person certified by the International Society of Arboriculture with a valid City business licence.
- **"Caliper"** means the diameter of a tree at 15 centimetres above the natural grade of the ground which is measured from the base of the tree.
- **"Replacement Tree"** means a tree that is required to be planted to replace a tree that has been Cut, Removed or Damaged, in accordance with this Bylaw.
- **"Trunk flare"** transition zone from trunk to roots, where the trunk expands into the buttress or structural roots. Root collar, Root flare.

Purpose

The purpose of these Terms of Reference is to establish the minimum requirements for a Replacement Tree Inspection Report submitted to the City. The report is intended to confirm compliance with the Replacement Tree requirements set out in the Bylaw.

The report must confirm whether Replacement Tree(s) have been planted in accordance with the approved Tree Management Plan or Arborist Report and meet City requirements under [Schedule C of the Tree Protection and Management Bylaw No. 8045-2026](#).

Expectations

Replacement Tree Inspection Reports are expected to be complete, accurate, and prepared to a professional standard that enables the City to efficiently assess whether the Replacement



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Tree(s) have been planted in accordance with the approved Tree Permit, the [Tree Protection and Management Bylaw No. 8045-2026](#), and applicable City tree management guidance.

The report's author is responsible for ensuring that all required information is included and that the submission is clear, consistent, and supported by appropriate documentation. The Replacement Tree Inspection Report requirements should be used as a **checklist** to confirm that the submission is complete before it is provided to the City.

Where the same Arborist is responsible for both the Replacement Tree Inspection Report and the post-construction Arborist Sign-Off Letter, the documents may be submitted together as part of the same close-out submission, provided that each document clearly addresses its respective requirements.

The City may require revisions, additional information, or supporting documentation where a submission is incomplete, unclear, inconsistent with City requirements, or does not adequately address bylaw or permit requirements. Incomplete submissions may not be reviewed until all required materials have been received.

Where a submission remains incomplete, unclear, or inconsistent with bylaw requirements after repeated submissions, the City may decline to continue reviewing the report and require the applicant to submit a revised report prepared by a qualified Arborist (or a different qualified Arborist). Generally, this may occur after the original submission and two subsequent opportunities to provide revisions.



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Replacement Tree Inspection Reports Requirements

The following sections must be submitted in one document.

Cover Page

- ☐ Name of Author, address, email, and phone number
 - a. Where the author is an Arborist, include the ISA Certification number and any applicable credentials, such as TRAQ, RPF, or other relevant professional designations.
- ☐ Maple Ridge Business Licence number, if applicable.
- ☐ Name and contact information for the applicant and owner
- ☐ Project address and project number, if applicable
- ☐ Report date, which is to be updated with each revision and include previous version dates.

Introduction

- ☐ A description of the project type such as Replacement trees for XX Tree removals.
- ☐ Purpose of the report
- ☐ Date, time, and weather conditions for all site visits

Content

A Replacement Tree Inspection Report shall include the following:

- ☐ **Inspection Summary**

Number of Trees required to be planted: _____

Number of Trees confirmed Planted: _____



☐ Replacement Tree inspection results

The Arborist or Author must:

- ☐ Confirm that the Replacement Tree(s) have been planted and meet the specifications in [Schedule C of the Tree Protection and Management Bylaw No. 8045-2026](#).
- ☐ Confirm that the Replacement Tree(s) conform to the City Planting Detail;
- ☐ Confirm the Replacement Tree(s) comply with the required clearances.

Replacement trees shall not be planted:

- a. within 1.0 metre of a property line;
 - b. within 2.0 metres of a permitted building or structure foundation wall;
 - c. within 1.0 metre of underground utility service lines including but not limited to sanitary, storm, water, or electrical;
 - d. within 1.0 metre of another tree;
 - e. within 3.0 metres of overhead powerlines; or
 - f. within 1.0 metre of the side and 3.0 metres of the front of a pad mounted transformer
 - g. [See Figure 4.0 for an illustration.](#)
- ☐ provide a summary table, such as the example below.

Tree ID or Tag #	Species	Caliper (cm)	Location in the lot (eg. Front yard East side)	Tree meets all clearance requirements	Tree is planted at the correct depth (Trunk flare at grade)	Mulch – placed at the base, leaving 1 inch clearance from trunk
				☐	☐	☐
				☐	☐	☐



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Photographs

The Replacement Tree Inspection Report must include clear, date and GPS stamped photographs sufficient to document the condition of Replacement Tree(s) on the date of the inspection.

At a minimum, photographs must include:

- ☐ **Site Overview Photographs**

Date and GPS stamped photographs showing the replacement tree(s) and general site conditions. Overview photographs should include representative views of the property, such as the front yard, rear yard, side yards, or other areas containing Replacement Trees.

- ☐ **Tree-Specific Photographs**

Date and GPS stamped photographs of each Replacement Tree. The photo(s) must show a clear view of the trunk flare and the canopy.

- ☐ **Photo Labelling**

Photographs must be clearly labelled or cross-referenced with the appropriate Tree ID or tag number, where applicable, and must include enough context to allow the City to understand the location and subject of each photograph.

Owner Acknowledgement and Maintenance Commitment

The Replacement Tree Inspection Report must include the following statement, please **copy and paste** onto your report.

I/We, the undersigned Owner(s), acknowledge that the Replacement Tree(s) identified in this report have been planted to satisfy requirements under the Tree Protection and Management Bylaw No. 8045-2026 and any applicable permit conditions.



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*I/We acknowledge that, once accepted by the City, **Replacement Tree(s) are considered protected trees** under the Bylaw and must be retained, protected, and maintained in accordance with City requirements.*

I/We agree to take reasonable steps to support the successful establishment and long-term health of the Replacement Tree(s), including:

- providing appropriate watering during dry periods and throughout the tree establishment period;*
- maintaining mulch, tree supports, and other planting materials, where applicable;*
- protecting the tree(s) from damage caused by construction, landscaping, vehicles, equipment, pets, or other site activities;*
- monitoring the tree(s) for signs of stress, decline, damage, pests, or disease;*
- not topping, excessively pruning, damaging, removing, or otherwise altering the Replacement Tree(s), except where pruning is conducted in accordance with accepted arboricultural standards and any applicable City requirements; and*
- seeking appropriate professional advice where concerns arise regarding tree health or condition.*

I/We understand that failure to maintain, protect, or retain Replacement Tree(s) may result in the City requiring corrective action, replacement planting, or other measures in accordance with the Bylaw and applicable permit conditions.

Owner Name(s): _____

Project Address: _____

Signature(s): _____

Date: _____



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Format

Replacement Tree Inspection Reports must be submitted digitally and submitted to Trees@MapleRidge.ca

Report layout

All submissions must:

- ☐ include all the items listed in the [Replacement Tree Inspection Report Requirements](#);
- ☐ include a header on each page with the name and contact information of the author
- ☐ include a footer with the project address/project number, client name and client contact information;
- ☐ include page numbers on each page; and
- ☐ include any other relevant information necessary to support the submission.

Tree Plans

If a tree replacement plan was submitted prior to construction, please include it here for reference. Alternatively, you can include

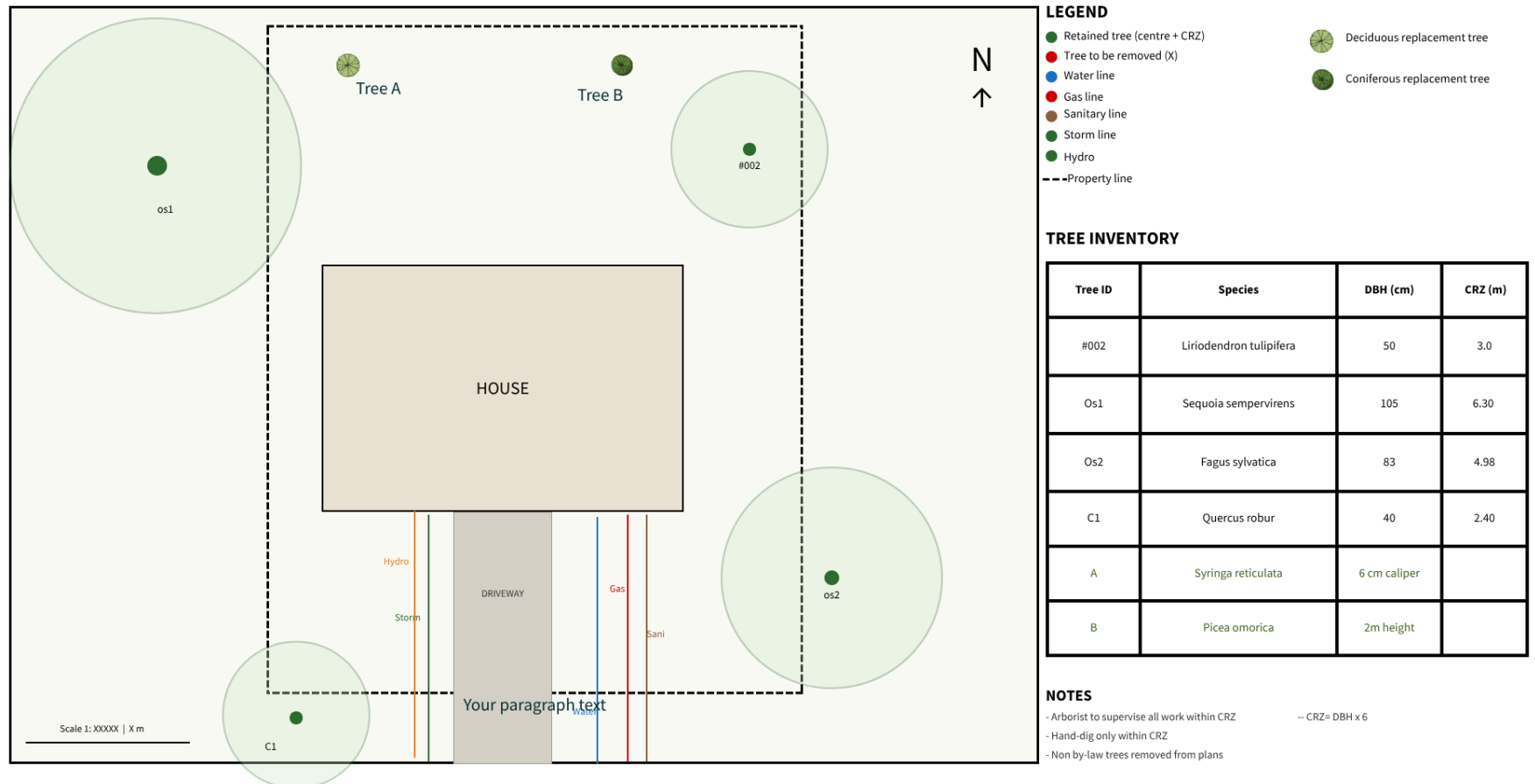
- ☐ A snip of an aerial photo showing the locations of the Replacement Trees or
- ☐ A Tree Retention and Replacement Plan

Examples on the next pages

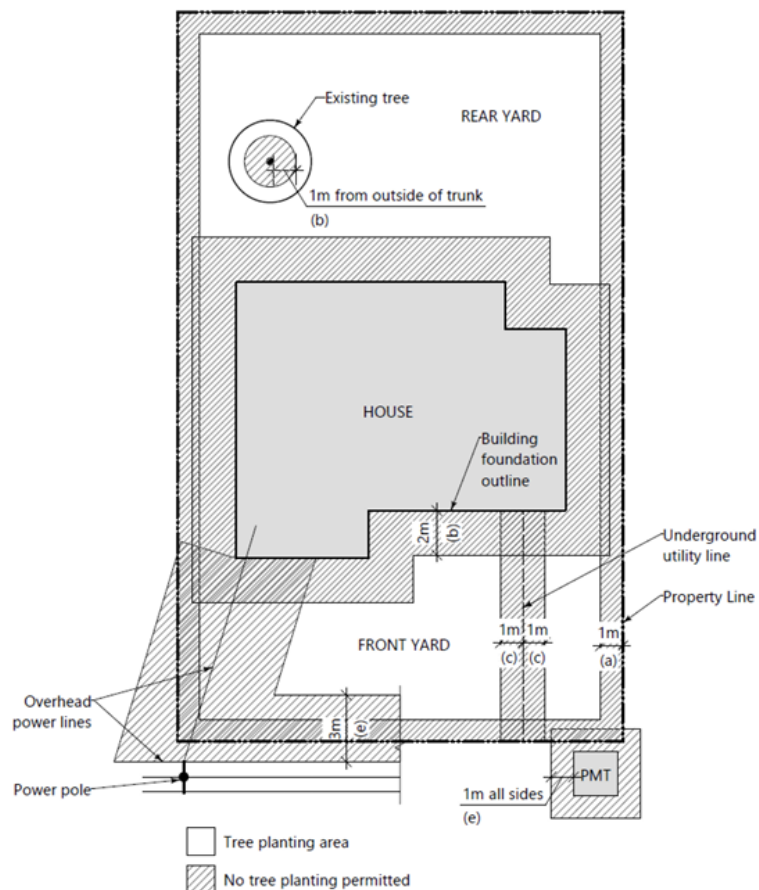


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TREE RETENTION & REPLACEMENT PLAN



Illustrations



Replacement trees shall not be planted:

- (a) within 1.0 metre of a property line;
- (b) within 2.0 metres of a permitted building or structure foundation wall;
- (c) within 1.0 metre of underground utility service lines including but not limited to sanitary, storm, water, or electrical;
- (d) within 1.0 metre of another tree;
- (e) within 3.0 metres of overhead powerlines; and
- (f) within 1.0 metre of the side and 3.0 metres of the front of a pad mounted transformer (PMT).

Figure 4.0: Replacement tree locations Illustration



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