



Deep Roots  
Greater Heights

## City of Maple Ridge Street Tree Process in New Developments

**NOTE: The Professional referred to in this document shall be one of the following:  
Certified Arborist, Certified Landscape Technician, or Landscape Architect.**

1. Street Tree Plans are submitted along with other servicing plans to Engineering Department.
2. Street Tree Plans are reviewed by the Planning Department Arborist and returned to the Engineering Department for revision or acceptance.
3. Refundable Securities are taken by the Engineering Department on a per tree basis.
4. When trees are about to be installed, the Professional is to be contacted to inspect the trees at the nursery before delivery, or on site after delivery. Anything that does not meet City of Maple Ridge specifications shall not be accepted.
5. Trees are installed and the Professional completes the **Schedule C Installation Review** as professional review of installation. This inspection confirms numbers, tree types and locations as per the approved plan (which must be attached with changes noted on the drawing), as well as that the planting meets the BCLNA and City of Maple Ridge planting specification requirements. **Note: the “as planted” drawing MUST be submitted in order for the City to enter the trees on its inventory.**

This Review is submitted to the Planning Department Arborist who completes the **Schedule D Installation Certificate** that marks the beginning of the one year maintenance period. This Certificate is sent to the Developer and a copy kept on file in Planning.

6. After the one year maintenance period is complete, the Developer retains the Professional to complete a **Schedule E Final Field Review** along with a copy of the **Schedule D (above) and a copy of the original street tree plan with “as planted” details (if there have been changes from the Schedule C plans)**. This review confirms that all trees match the Installation Certificate and that all trees are alive and healthy, or have been replaced, and that all stakes and other supports have been removed.

This Review and “as planted” plan are submitted to the Planning Department Arborist who completes the **Schedule F Final Certificate** for the site.

7. The Final Certificate will trigger the release of the securities that have been held for the street trees. A portion of the security may be held back for an additional year of maintenance if replacement trees were required. A copy of this Certificate is kept on file and given to the Developer.