

City of Griffin

Spalding County

Atlanta MSA

2003 Population Estimate 23,460; +1.7% change in 2000 Census.

Tree City USA for 14 years.

Tree Board with 8 members; meets monthly.

Chapter 98 VEGETATION

First adopted 1991. Last revised 2002.

Addresses public and private property.

Includes landscape requirements.

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APPENDIX I Tree Ordinance Administrative Guidelines

Public Works and Utilities Monthly Tree Report
Tree Hazard Evaluation form, 2nd Edition
City Right of Way Tree Inventory, Field Attribute Data Collection Form
Storm Water Department GIS Data Update
Tree Removal Request Form
Tree Planting Request Form

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CITY OF GRIFFIN ORDINANCE

Chapter 98 VEGETATION*

***Cross references:** Buildings and building regulations, ch. 22; environment, ch. 42; parks and recreation, ch. 62; planning, ch. 66; streets, sidewalks and other public places, ch. 78; zoning, app. A.

State law references: Yard trimmings disposal restrictions, O.C.G.A. § 12-8-40.2; damaging public property, O.C.G.A. § 16-7-25; obstructing sidewalks or other public passages, O.C.G.A. § 16-11-43; regulation of maintenance and use of public roads generally, O.C.G.A. § 32-6-1 et seq.; powers with respect to municipal street system, O.C.G.A. § 32-4-92; municipal street improvements, O.C.G.A. § 36-39-1 et seq.

Article I. In General

Secs. 98-1--98-30. Reserved.

Article II. Trees

Sec. 98-31. Findings.

Sec. 98-32. Purpose and intent.

Sec. 98-33. Definitions and rules of construction.

Sec. 98-34. City arborist.

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Sec. 98-40. Hazardous trees.

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ARTICLE II. TREES*

***Editor's note:** Ord. No. 02-04, § 1, adopted March 12, 2002, revised art. II of this chapter in its entirety. Prior to revision, art. II, §§ 98-31--98-45, pertained to similar subject matter and derived from the 1968 Code, App. 7, §§ 1--15. Diagrams and illustrations within Ord. No. 02-04 and the administrative guidelines for tree conservation and planting have not been included herein, but may be found attached to Ord. No. 02-04, on file in the office of the city clerk.

Sec. 98-31. Findings.

The city is blessed with a diversity and abundance of trees and shrubs on public and private lands. Such trees and shrubs are of economic value to the city and make it a desirable place for both residents and visitors. The appearance of the city to passersby along city streets contributes to the economic prosperity of the city. Trees are proven producers of oxygen, a necessary element to the survival of man, and appreciably reduce carbon dioxide content in the air. Trees collect dust and other particulate airborne pollutants. They transpire considerable amounts of water each day. Their root systems stabilize the ground water. Trees play an important part in community-wide soil conservation and erosion control, and reduce stormwater runoff. They contribute food and shelter for wildlife in urban and suburban environments. They provide shade and reduce the ground temperature in wooded areas, plus provide windbreaks, visual and sound barriers. Trees have an economic and aesthetic value to the city. Trees increase property values, can positively affect an area economically, and beautify the landscape. Furthermore, certain streets have historically constituted significant and attractive tree-lined corridors, which have contributed to a realization of increased property values and general improvement of corresponding neighborhoods.

The age of the city's urban forest, coupled with new growth and development in the city, often necessitates the removal of trees, shrubs, and soils, thereby contributing to urban forest depletion. It is necessary to protect and manage trees and their habitat in order to protect the health, safety, and welfare of the citizens of the city.

(Ord. No. 02-04, § 1(1), 3-12-2002)

Sec. 98-32. Purpose and intent.

The purpose of this article is to protect, through proper care and policy, the existing urban forest in the city, by regulating and controlling the planting, conservation, and replacement of trees and shrubbery on public lands within the city, thereby maintaining and enhancing the quality of life for which the city is noted; to reconfirm that the public lands of this city and all trees and other woody vegetation thereon are and shall remain the sole and exclusive property of all of the citizens of this community for their use and enjoyment; to conserve and protect said public lands and vegetation from destruction, damage, conversion or abuse for the benefit of ourselves and future generations; to encourage the citizens of the community to conserve and respect our urban forests; to protect and enhance the city's tree lined corridors, and to encourage the replacement of trees on public and private lands in order to maintain this valuable resource as an integral part of this community's environment.

(Ord. No. 02-04, § 1(2), 3-12-2002)

Sec. 98-33. Definitions and rules of construction.

(a) As used in this article, the following words and phrases shall have the meanings as defined in this article. Terms not defined herein shall have the same meanings as found in most dictionaries, where consistent with the context. The terms *must*, *will*, and *shall* are mandatory in nature, indicating that an action has to be done. The term *may* is permissive and allows discretion regarding an action. When consistent with the context, words used in the singular number include the plural, and those used in the plural number include singular. Words used in the present tense include the future. The word *developer* includes a firm, corporation, partnership, association, institution, or person. The word *lot* includes the words *plot* and *parcel*. The word *building* includes the word *structure*. The words *used* or *occupied* as applied to any land or building include the words intended, arranged, or designed, to be used or occupied.

(b) For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed to them in this section:

Administrative guidelines means a written guideline incorporated into this article by reference, as may be adopted, amended, altered or revised hereafter which constitutes detailed standards and rules for implementation of this article.

Buffer means an area reserved from development or other use to achieve a visual barrier between the use on the lot and adjacent lots and uses. This area may consist of trees, shrubs, grass, fences, or some combination thereof, and may be combined with stream buffers.

Caliper means a standard trunk diameter measurement for trees taken six inches above the ground for up to and including four-inch caliper measurements, and 12 inches above the ground for larger size trees.

City arborist means professional tree expert retained, contracted for or employed by the city. No provision hereof shall be deemed unenforceable due to the absence of a city arborist.

Clump means A cluster of trees, generally with stems or trunks located not more than five feet apart, which is to remain undisturbed by a proposed development, and may be so designated on plans submitted for approval.

Critical root zone (CRZ) means a circular region measured outward from a tree trunk representing the essential area of the roots that must be maintained for the tree's survival. The critical root zone is one foot of the radial distance for every inch of the tree's DBH.

Diameter breast height (DBH) means the diameter of the tree at 4 1/2 feet above average grade.

Drip line means a vertical line extending from the outermost edge of the tree canopy or shrub branch to the ground.

Drop crotch pruning means the substantial reduction of a tree's crown volume by the selective removal of heavier branches.

Fine pruning means the removal of dead, dying, diseased, interfering, obstructing and weak branches, as well as selective thinning.

Ground cover means a prostrate plant growing less than two feet in height at maturity that is grown for ornamental purposes. Ground covers are used as an alternative to grasses. On slopes, ground covers control erosion while eliminating the maintenance of mowing on hillsides. Many ground covers survive in poor soils, shade, and other adverse conditions.

Island means a raised planting area (in road and parking area designs), usually curbed, and placed to guide traffic, separate lanes, limit paving (impervious surface), conserve existing vegetation and/or increase aesthetic quality.

Permit means a written authorization or certificate approved/issued by the department of public works administration to allow an applicant to plant, cut, prune, or remove trees on public property (not to be confused with an occupation tax certificate or contractor's license).

Person means any person, partnership, firm, corporation or other legal entity including public entities other than the city or any department or agent thereof.

Planting plan means a site plan with drawings by the applicant or his/her agent with details of tree locations, tree removals, tree replanting, with each tree designated as to species or common name on each parcel for which work is proposed under this article. Plans shall comply with this tree ordinance and administrative guidelines.

Private lands means all real property lying within the city limits, less and except lands hereinafter designated and defined as "public lands."

Public lands means all real property owned by the city, including but not limited to, land lying between private property lines on either side of all streets, avenues or ways within the city. "Public lands" further includes all real property leased by the city or under the city's direct control, exclusive of utility easements on private property.

Pruning standards means generally accepted standards for pruning as defined in the current edition of pruning standards by the American Society of Consulting Arborists.

Regulated tree means a regulated tree shall be any self-supporting woody perennial plant, which has a DBH of two inches or more, and usually has one main stem or trunk. It may appear to have several stems or trunks as in some species of trees, but must have one defined main stem (trunk) of a DBH of two inches.

Replacement trees means trees which are planted pursuant to this article to replace trees which are removed for any reason. A replacement tree shall be the largest commonly available transplantable tree of the same species as the tree it replaces unless approval of a change of species is approved by the tree board.

Right-of-way means that property located within and adjoining the streets, roads and highways within the city, which rights-of-way are owned by the city, county or the state or are otherwise maintained by the city, county or the state.

Remove (including *removing* and *removal*) means the cutting down of any regulated tree and all other acts which cause the actual removal or the effective removal through damaging, poisoning or other direct or indirect actions resulting in the death of a tree.

Shrub means a woody perennial plant differing from a perennial herb by its persistent and woody stem.

- (1) *Large shrub* means an upright plant growing ten to 20 feet in height at maturity that is planted for ornamental or screening purposes.
- (2) *Medium shrub* means a plant growing five to ten feet in height at maturity.
- (3) *Small shrub* means a plant growing less than five feet at maturity.

Street tree/park tree means a tree planted or naturally grown on public right-of-way or in a park owned by the city.

Topping means the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Tree means a highly compartmented, perennial, woody, shedding plant that is usually tall, single-stemmed, and long-lived.

- (1) *Deciduous* means those trees that annually lose their leaves.
- (2) *Evergreen* means those trees that retain foliage throughout the year.
- (3) *Ornamental tree* means a small to medium tree, growing 15 to 40 in height at maturity, that is planted for aesthetic purposes such as colorful flowers, interesting bark, or fall foliage.
- (4) *Shade tree* means a large tree growing to over 40 feet in height at maturity, usually deciduous, that is planted to provide shade.

Tree board means the body established by this article for the purpose of oversight of the administration and enforcement of this article and providing recommendations to the city commission.

Tree protection means a barrier constructed around trees at construction sites sufficient to prevent damage or injury to tree trunks, limbs, and roots.

(Ord. No. 02-04, § 1(3), 3-12-2002)

Cross references: Definitions generally, § 1-2.

Sec. 98-34. City arborist.

(a) *Creation of position.* The position of city arborist is hereby created. The city arborist may be employed by the city on a full-time, part-time or contract basis or the city may designate by contract with another jurisdiction or private entity a person to serve as city arborist. The arborist shall operate under the department of public works administration and shall be provided the proper support and equipment necessary for the performance of the arborist's required duties by the department of public works administration.

(b) *Responsibilities.* The city arborist is responsible for the proper planting, removal, care and maintenance of trees and shrubs growing on city-owned property or city controlled right-of-way in accordance with this article and the administrative guidelines. The city arborist shall perform such other and additional duties as prescribed from time to time by the board of commissioners, tree board, and director of public works.

(c) *Qualifications.* The arborist shall possess a bachelor's degree in biology, botany, horticulture, or forestry or a minimum of three year's experience in arboriculture. Experience must be accompanied by certification through the International Society of Arboriculture (ISA), or if employed without certification, it must be obtained within two years of employment. Familiarity with proper pruning procedures, fertilization practices, soil properties, diagnosis and treatment for insect pests and diseases, cabling and general tree biology is essential. A current pesticide applicator's license is required and must be maintained. Knowledge of modern instrumentation and computer generated programs for the management of urban forests is desirable.

(d) *Reports.* The arborist shall make written reports to the tree board as necessary for the deliberations and decisions of the board. Reports will be incorporated as part of the official minutes of the board.

(Ord. No. 02-04, § 1(4), 3-12-2002)

Sec. 98-35. Tree board.

(a) *Establishment.* The tree board for the city is hereby established. The tree board shall consist of the following members: ¹the president of Plant the Future, Inc., or a designee from that board; ²a city commissioner appointed annually by the commission; ³the city's public works director or designee; ⁴the city's electric director or designee; ⁵the city water/wastewater director or designee; ⁶the director of development services or designee; ⁷Main Street director; and a citizen appointed annually by the city commission. Members of the tree board shall serve without compensation. ⁸The city's arborist shall serve as staff to the tree board.

(b) *Duties and responsibilities.* The tree board shall review and propose revisions to this article, shall periodically review the administrative guidelines, shall aid in providing community education related to tree conservation, plan Arbor Day activities and provide public forums for citizens concerned about community trees. The tree board shall examine plans for work on public lands pursuant to the administrative guidelines and monitor compliance therewith. The tree board shall approve the removal and/or pruning of trees planted on public lands and the removal and/or pruning of trees on private property to the extent such activities are regulated by the city ordinances and regulations. The tree board, when requested by the city commission, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

(c) *Operation.* The tree board shall elect a ¹chairperson, ²vice-chairperson, and a ³secretary. Officers shall serve a term of one year. Elections shall be held in March of each year with newly elected officers taking office at the end of that meeting. The secretary shall maintain official minutes of all meetings and proceedings. The board shall meet monthly on the second Wednesday at 1:30 p.m. at city hall. Meetings shall be called and conducted in accordance with the state open meetings law. A majority of its members present shall constitute a quorum for the transaction of business.

(Ord. No. 02-04, § 1(5), 3-12-2002)

Sec. 98-36. Administrative guidelines.

(a) The tree board shall draft or recommend administrative guidelines for tree conservation and planting within the city. Additional changes to the administrative guidelines may be drafted and recommended as needed. The guidelines shall be submitted to the board of commissioners for its approval. These guidelines, when approved as provided for herein, shall continue in force and effect until modified or repealed, and shall be considered as a part of this article and are enforceable as such.

(b) The administrative guidelines shall provide for the conservation and planting of trees on public lands within the city and all matters relating thereto including, but not limited to, the requirements for planting and maintaining trees within the city, limitations on paving public lands for driveways or parking, use of pesticides, applications for grading, building and change of use, permitting, development, and similar matters affecting the city's urban forest.

(Ord. No. 02-04, § 1(6), 3-12-2002)

Editor's note: New administrative guidelines for tree conservation and planting, recommended by the tree board, were adopted pursuant to Ordinance Number 02-04, adopted March 12, 2002. A copy of the guidelines is on file in the office of the city clerk.

Sec. 98-37. Applicability.

The terms and provisions of this article shall apply to all public lands. The provisions of this article shall not limit the applicability of the buffering provisions of the city zoning ordinance. The terms and provisions of this article shall be supplemental to any requirements imposed by state law.

(Ord. No. 02-04, § 1(7), 3-12-2002)

Sec. 98-38. Permits.

(a) Before any person removes, destroys, cuts, sprays, prunes or plants any tree or shrub on public lands or performs any work or function which results in disturbing, digging into, compacting or displacing property, or contracts with another person or corporation to perform such acts on public lands, a written permit shall be obtained from the director of public works or his designee. Such permit shall be in addition to all other permits, authorizations and procedures required by law for work within or along public rights-of-way, including the state highway system or on other public property.

(b) Application for a permit shall be made to the director of public works on such forms as have been approved for such purpose. All applications shall be accompanied by a full set of plans indicating the scope of the work to be performed and showing such detail as is necessary to determine compliance with this article and the administrative guidelines. All applications for permit shall be submitted at least 14 days prior to the date of the proposed activity. The director of public works may designate the city arborist or other staff to review such applications and make a recommendation on issuance.

(c) All applications meeting the standards of this article, city plans and the administrative guidelines shall be approved. In the event that the application or plans submitted in support thereof fail to comply with the provisions of this article, city plans or the administrative guidelines, then the director of public works shall deny the permit in writing, notifying the applicant of the reasons for denial. In the event that the application for permit covers activity differing from approved guidelines and plans but appearing in the sole discretion of the director of public works to be beneficial to the city, the director of public works may, in lieu of denial, refer the application to the tree board for consideration.

(d) The board of commissioners hereby establishes a permit fee in accordance with the schedule attached to Ordinance Number 02-04 as Exhibit A and incorporated herein by reference for issuance of tree permits; provided, however, no permit fee shall be charged for permits issued to not-for-profit conservation organizations.

(e) The director of public works shall make a monthly report to the tree board of all permit applications and permits issued or denied under this article. Once trees have been planted, removed, cut, sprayed or pruned, pursuant to a permit, such action shall also be reported to the tree board at its next meeting.

(f) Permits shall not be required for the city, other licensed public and private utilities or the state department of transportation as long as such entities adopt and adhere to the conservation and protection requirements contained in this article and the administrative guidelines. Public and private utilities including CATV, water, sewer, etc. shall be responsible for proper pruning and cutting of trees, including roots, according to this article and the administrative guidelines.

(Ord. No. 02-04, § 1(8), 3-12-2002)

Editor's note: Exhibit A, referred to in subsection 98-38(d) above has not been included within this Code, but may be found attached to Ord. No. 02-04, adopted March 12, 2002, on file

in the office of the city clerk.

Sec. 98-39. Standards for protection of trees on public lands.

(a) *Public tree care.*

(1) The city shall have the right to plant, prune, maintain and remove trees, shrubs, and other plants within the right-of-way of all streets, alleys, avenues, lanes, on all public lands, and on all city utility easements, as may be necessary to insure public safety, to conserve or enhance the symmetry and beauty of the city, or to further the intent of this article.

(2) The tree board may remove or cause or order to be removed, any tree, shrub or part thereof which is in an unsafe condition or which, by reason of its nature, is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is infected with any injurious fungus, insect, or other pest.

(3) The planting of shade trees by adjacent property owners on public rights-of-way is allowable provided that the selection and location of trees is in accordance with the provisions of this article and the administrative guidelines, is otherwise in conformity with city plans, and poses no risk to existing utility facilities. Planting of trees and/or shrubs on public lands other than rights-of-way adjacent to a property owner's property, may be permitted by the director of public works where such planting conforms to specific planting plans previously adopted by the city or on a case by case basis in the discretion of the tree board, upon proper application, and upon a finding by the tree board that such planting would be in accordance with the city's overall plans for development and use of the property at issue, would not pose a hazard to any existing trees, shrubbery, utility infrastructure or buildings and that the proposed planting is in the best interest of the city and is consistent with the aims of this article.

(b) *Tree topping/cutting/tree attachments.* It shall be unlawful as a normal practice for any person, to top any street tree, park tree, or other tree on public lands. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions, where other pruning practices are impractical, may be exempted from this article at the determination of the tree board and topped or cut by city employees or city designated contractors. Likewise, it shall be a violation of this article for any person to attach to any tree on public lands any rope, wire, chain, sign, or other devices whatsoever, other than devices approved by the city arborist for the protection of newly planted trees.

(c) *Tree pruning.*

(1) Pruning of trees on public lands shall be limited to city employees and city engaged contractors and shall be done in accordance with the administrative guidelines.

(2) Pruning specifications are as follows:

a. *Fine pruning.* Fine pruning is appropriate for trees with minor root damage (less than or equal to 20 percent of the critical root zone disturbed), and/or for the maintenance of health, appearance, and safety of non-disturbed trees.

b. *Drop crotch pruning.* This practice is to be undertaken only where moderate to severe root damage has occurred, when necessary.

(d) *Trimming responsibility for trees and other vegetation.*

(1) The owner or occupant of property adjacent to public rights-of-way or other public lands, upon whose property trees, shrubs, flowers, or vines are located that have branches, limbs, trunks, or other parts projecting into the public rights-of-way or onto other public lands, shall be responsible for pruning such branches, limbs, trunks or other projecting parts so they do not interfere with the free and safe passage along the public rights-of-way by pedestrians and vehicular traffic.

(2) If the owner of private property does not keep the tree growth, limbs and shrubbery from projecting into or on public lands, then the city arborist shall have the authority to order removal of such projecting growth. The order shall be acted upon by the owner within 15 days from the time of the receipt of the notice, which shall be hand delivered or sent by registered mail, return receipt requested. If, after 15 days, the owner has not responded or acted to remove the projecting growth, then the public works director or his designee shall have the authority to enter upon the owner's property to perform the work and the cost of such work shall constitute a lien on the owner's property. Provided that where dead, injured or diseased trees or projections therefrom pose an imminent threat to the public safety, the city may enter onto private property and trim or remove such trees or portions thereof as to secure the public from harm, providing such notice to the owner as practicable.

(e) *Removal of stumps.* All stumps of trees on public lands shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground. The site shall be immediately filled and the surface cover replaced with hay and seed to dress up the right-of-way or other land. All persons performing stump removal on public lands shall be responsible for compliance with the Georgia Utility Facility Protection Act, O.C.G.A. § 25-9-1 et seq.

(f) *Tree conservation and care during construction.* Existing public trees and shrubs shall be conserved. A tree conservation plan shall be submitted for review and approval prior to any development of public lands to show that there will be no disturbance in the critical root zone (CRZ) of existing trees protected by this article. A disturbance is considered to include but not be limited to, trenching, placing, backfill in the CRZ, driving or parking equipment in the CRZ, and dumping of trash, oil, paint or other materials detrimental to plant health in the close proximity of the tree(s). Standards for identification of trees during development shall be as prescribed in the city development ordinance. Should any tree or shrub designated for conservation in the tree conservation plan die within two years of planting, the permit holder shall replace sufficient landscaping to meet the tree conservation plan. Replacement trees shall be a minimum of 2.5 inches in caliper for a shade tree and a minimum of eight feet in height for an ornamental tree (eight feet from the top of root ball to top of tree) at the time of planting.

(Ord. No. 02-04, § 1(9), 3-12-2002)

Sec. 98-40. Hazardous trees.

(a) It shall be the duty of the owner of the property wherein or whereupon a public hazard exists due to dead or diseased trees or limbs thereof, obstruction of vision from vegetation at streets or driveways, or interference of vegetation with city utility structures, to abate the hazard by removing or trimming the offending vegetation. Trees on private property whose roots may damage sidewalks, curbs or public streets by causing them to buckle or break or whose roots may enter into public sewers or water mains shall also be public hazards. Such trees shall be trimmed or removed as deemed

necessary by the public works director or his or her designee for protection of the public utility systems.

(b) If the owner of property, after being notified of the existence of a public hazard on his or her property, fails to abate the hazard within 15 days, the public works director or his or her designee, shall have the hazard abated and assess the exact cost to the owner as provided by subsection 98-39(d)(2).

(c) In the event that any tree is determined to be in a hazardous condition in such degree as to constitute an immediate danger to the public or to the continuity of public service the director of public works shall require immediate removal of the tree without delay, utilizing such professional criteria and technical assistance as deemed necessary, and the tree(s) may be removed without obtaining a written permit as otherwise herein required.

(Ord. No. 02-04, § 1(10), 3-12-2002)

Sec. 98-41. Appeals.

In the event any person is dissatisfied with a decision of the tree board or any order of the director of public works or city arborist involving the application or interpretation of this article, such person may make a written request through the director of public works to the tree board for review by the city manager. Such application for review shall be filed in writing within ten calendar days of the determination from which review is sought. The matter shall be set for hearing within 30 days of request. The city manager shall hear evidence and shall render a decision on the appeal within ten business days of completion of the hearing. The decision of the city manager shall be a final decision of the city, reviewable only by writ of certiorari to superior court.

(Ord. No. 02-04, § 1(11), 3-12-2002)

Sec. 98-42. Emergencies.

In the event of a public emergency resulting from tornado, wind storm, flood or other extreme environmental conditions or civil disorder, the public works director may request the emergency suspension of one or more provisions of this article. Such request shall be submitted to the board of commissioners which may pass an emergency ordinance modifying the provisions of this article with respect to specific requirements and for a designated period of time.

(Ord. No. 02-04, § 1(12), 3-12-2002)

Sec. 98-43. Penalties and violations.

(a) The director of public works shall be charged with enforcement of the provisions of this article and may cite any person for violation of this article, requiring such person to appear in the municipal court and answer such charge of violation. Each tree or shrub affected by any person purported to have violated this article shall constitute a separate violation for purposes of enforcing this article, and a separate citation or notice shall be prepared for each such tree or shrub. Upon conviction or acceptance of a plea of guilty or nolo contendere, the judge of the municipal court may impose penalties to the maximum extent allowable under the City Charter and, in addition, may order restitution to the city for violations involving loss of or damage to trees on public lands.

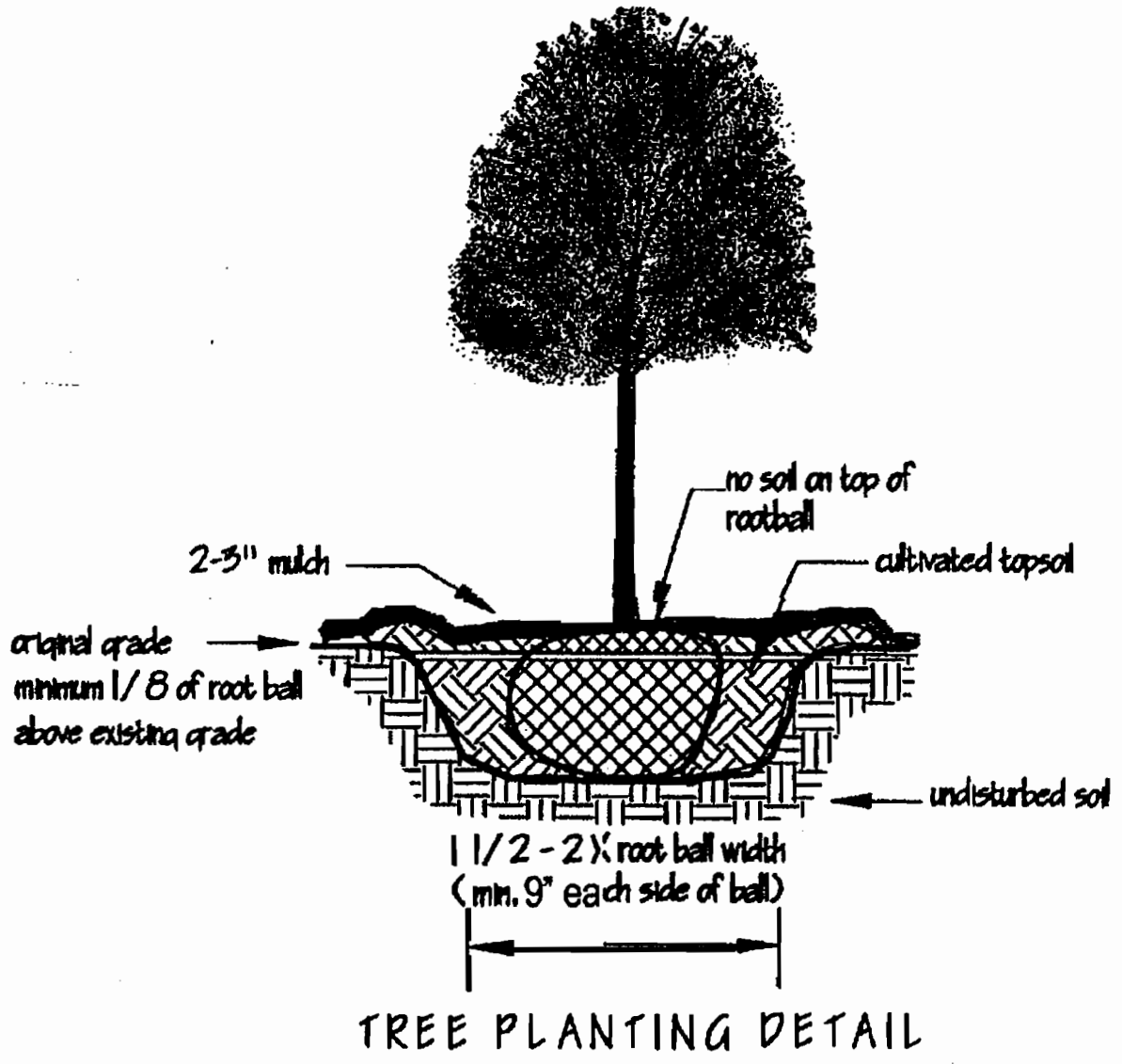
(b) In addition to penalties provided by the municipal court for criminal violation of this article, the director of public works, upon approval by the city commission, may seek civil damages in any court of competent jurisdiction for loss of or damage to trees on public lands and may further bring actions for injunction or other equitable relief to prevent further violation.

(Ord. No. 02-04, § 1(13), 3-12-2002)

CITY OF GRIFFIN TREE ORDINANCE
ADMINISTRATIVE GUIDELINES

APPENDIX I

Figure 1: Tree planting detail. Most plants roots are located near the soil surface. Tree and shrub roots that are planted too deeply in heavy clay soils are deprived of the moisture and oxygen needed to sustain healthy plant growth. Planting with 1/8" of the root ball above the soil surface improves the health and vigor of newly planted trees and shrubs.





SHRUB BED DETAIL

Figure 2: Shrub Bed Detail.

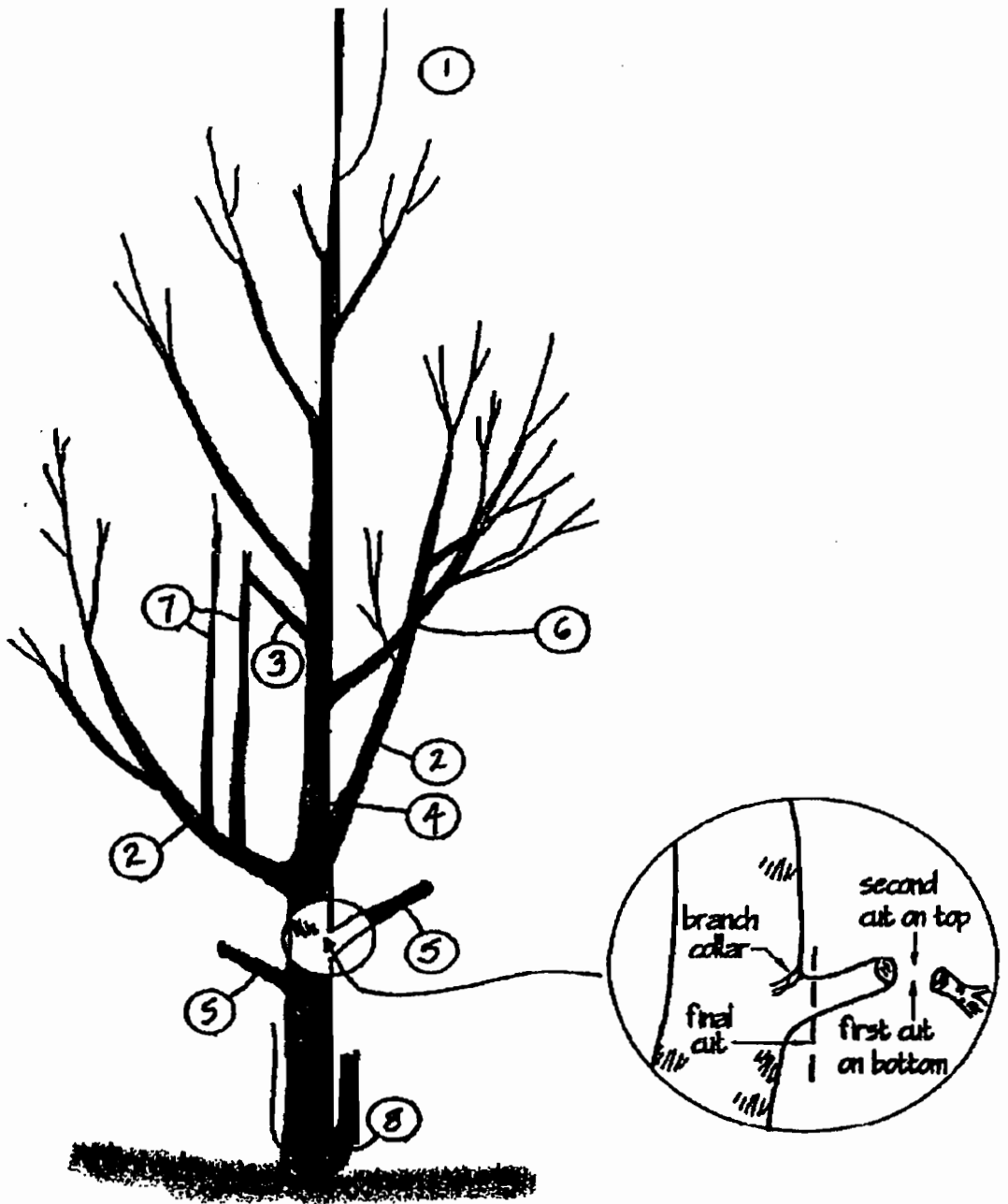


Figure 3: Pruning Diagram.

What to look for: (1) Forked top. If left on the tree, this will cause the development of two leaders, thus wasting growth energy. Later, as the two tops get larger, the fork may split and damage the tree. (2) Remove for street-tree clearance. (3) Parallel branch. (4) Branch growing at a sharp angle. When this branch becomes larger, it may rub on the trunk, split out, or even cause rot to develop by giving water a chance to collect. (5) Temporary branch. (6) Crossing branches. These interfere with each other's growth and create bad form. (7) Water sprouts. (8) Basal sprouting from the root crown. This saps energy from the tree, looks messy, and can collect trash.

Figure 4: Pruning Techniques.

BEFORE PRUNING



MULTI-STEM TREE
(OVERGROWN)

CORRECT PRUNING

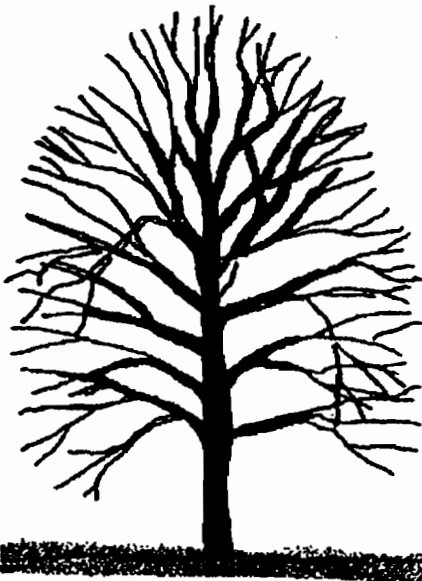


PRUNE TO MAINTAIN
TREE FORM

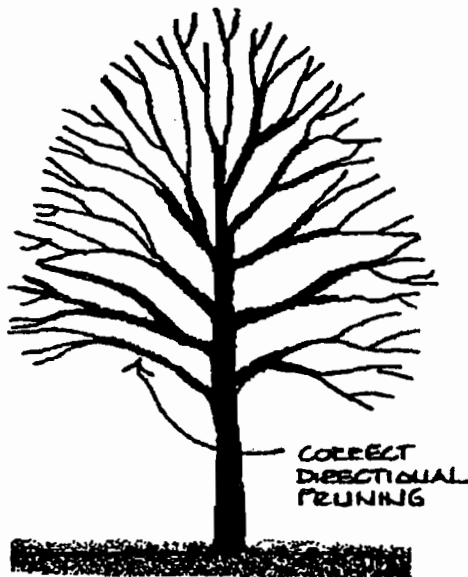
INCORRECT PRUNING



DO NOT ROUND-OVER
(PROMOTES SPROUTS)

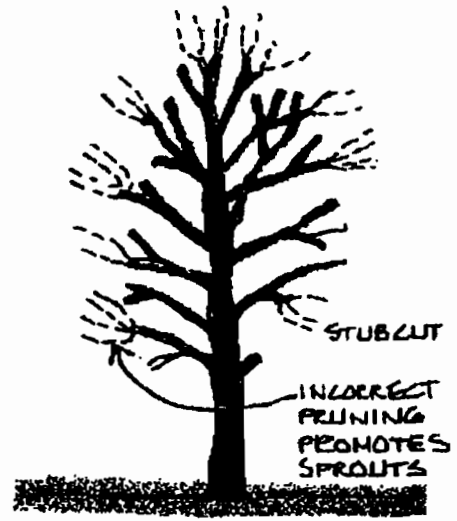


SINGLE STEM TREE WITH
DENSE CROWN, DEAD
LIMBS OR LOW BRANCHES



CORRECT
DIRECTIONAL
PRUNING

PRUNE BACK TO TRUNK
OR TO NEXT LARGEST
LIMB (SEE APPENDIX 4A)



STUB CUT

INCORRECT
PRUNING
PROMOTES
SPROUTS

DO NOT TOP OR
STUB CUT

PLANT LIST

SYMBOL	PLANT NAME	QUANTITY	DATE	REMARKS
1	Red Cedar	10	11/15/67	10' x 12' x 12'
2	Red Cedar	10	11/15/67	10' x 12' x 12'
3	Red Cedar	10	11/15/67	10' x 12' x 12'
4	Red Cedar	10	11/15/67	10' x 12' x 12'
5	Red Cedar	10	11/15/67	10' x 12' x 12'
6	Red Cedar	10	11/15/67	10' x 12' x 12'
7	Red Cedar	10	11/15/67	10' x 12' x 12'
8	Red Cedar	10	11/15/67	10' x 12' x 12'
9	Red Cedar	10	11/15/67	10' x 12' x 12'
10	Red Cedar	10	11/15/67	10' x 12' x 12'
11	Red Cedar	10	11/15/67	10' x 12' x 12'
12	Red Cedar	10	11/15/67	10' x 12' x 12'
13	Red Cedar	10	11/15/67	10' x 12' x 12'
14	Red Cedar	10	11/15/67	10' x 12' x 12'
15	Red Cedar	10	11/15/67	10' x 12' x 12'
16	Red Cedar	10	11/15/67	10' x 12' x 12'
17	Red Cedar	10	11/15/67	10' x 12' x 12'
18	Red Cedar	10	11/15/67	10' x 12' x 12'
19	Red Cedar	10	11/15/67	10' x 12' x 12'
20	Red Cedar	10	11/15/67	10' x 12' x 12'

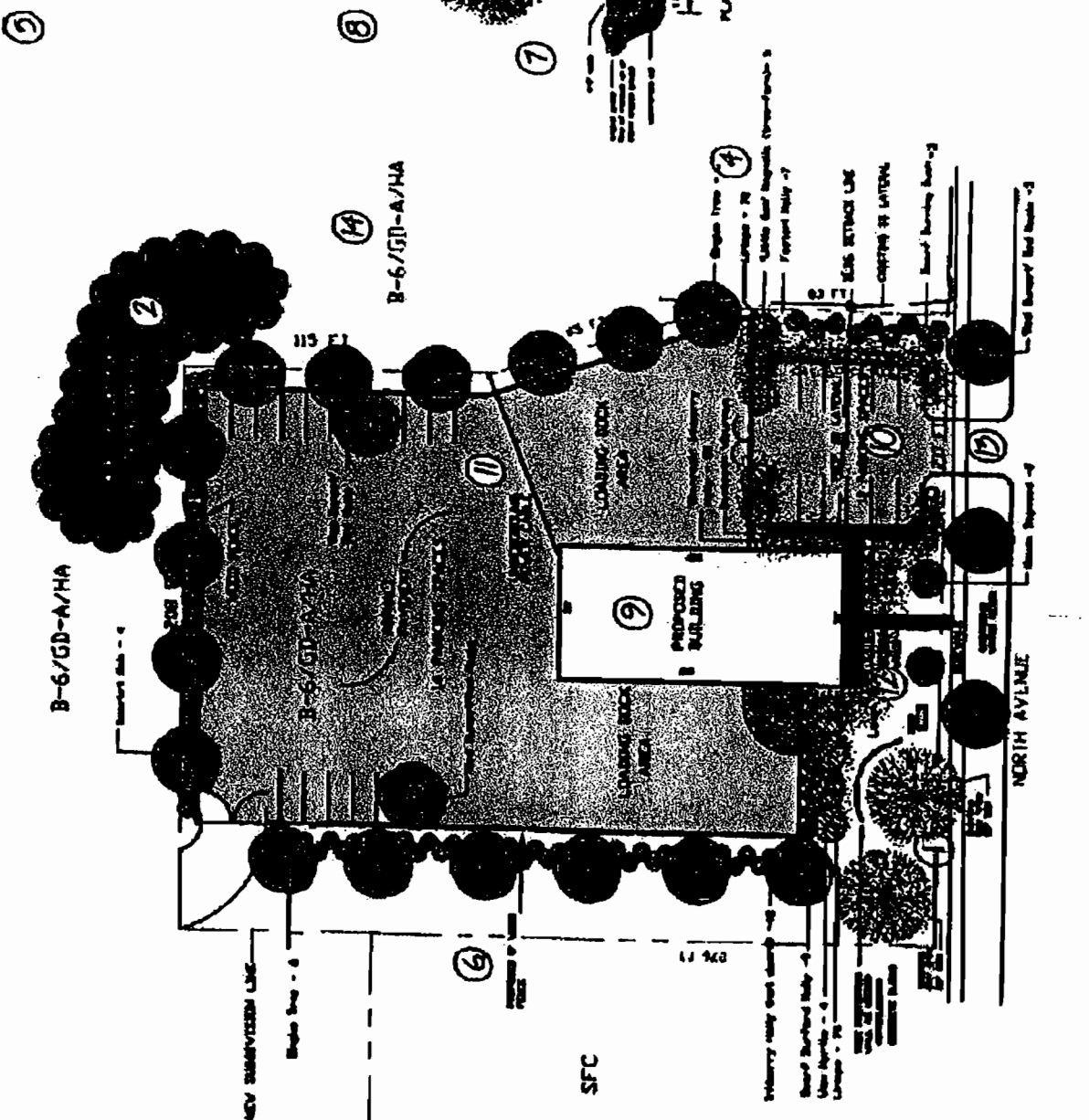


Figure 4

COMMERCIAL SITE
 100 North Avenue
 Anytown, USA
 Scale 1" = X
 Total Area = 1.42 acres

Topping vs. Pruning

When a decision is made to reduce the size of an older tree, it can be topped, or it can be pruned properly. Although the speed and nature of regrowth will depend on species and local factors, any comparison of irresponsible topping vs. competent pruning will be dramatic.

Topping by Any Other Name is Just as Ugly

Sometimes pseudo tree experts use different terms for the malpractice of topping. Here is a rogues' gallery of synonyms:

- Stubbing
- Heading
- Heading-back
- Stubbing-off
- Tipping
- Hatracking
- Topping-off
- Dehorning
- Lopping
- Roundover



Topping



Year 1

The topped tree is an ugly stub and a remnant of a once lovely tree. If pruned properly, size is reduced but form and beauty are retained.

Pruning



Year 3

Vigorous sprouts have sprung out of the topped tree in large numbers and are growing with abnormal rapidity. The pruned tree adds growth more slowly and distributes it more normally.

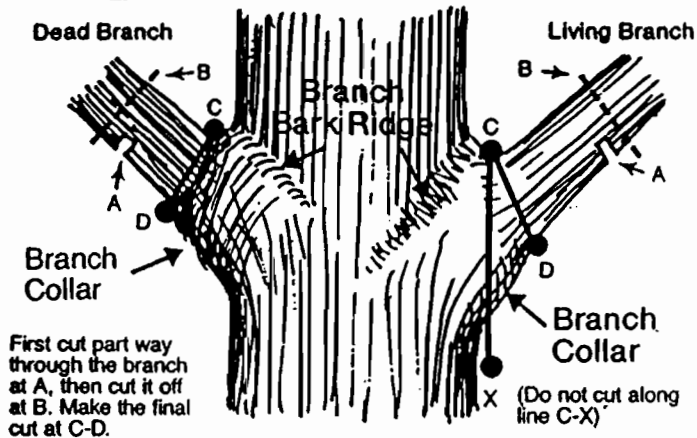


Year 6

In a relatively short time, the topped tree is as tall—and far bushier and more dangerous—than it was to begin with. The properly pruned tree is safer, more beautiful, and its size better controlled.

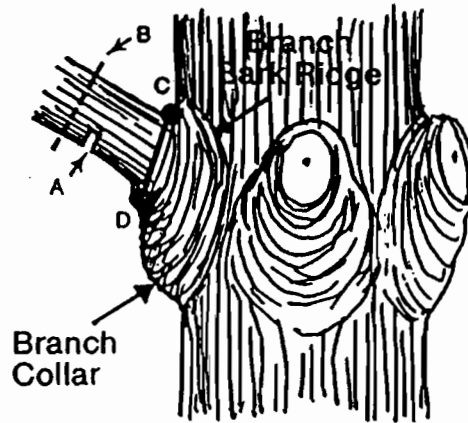


Proper Pruning Principles



Hardwoods

Thanks largely to the work of Dr. Alex L. Shigo and other scientists at the USDA Forest Service's Northeastern Forest Experiment Station in Durham, NH, much is now understood about a tree's natural system of defense against infections from wounds. Based on this knowledge, these methods of making pruning cuts are recommended to help

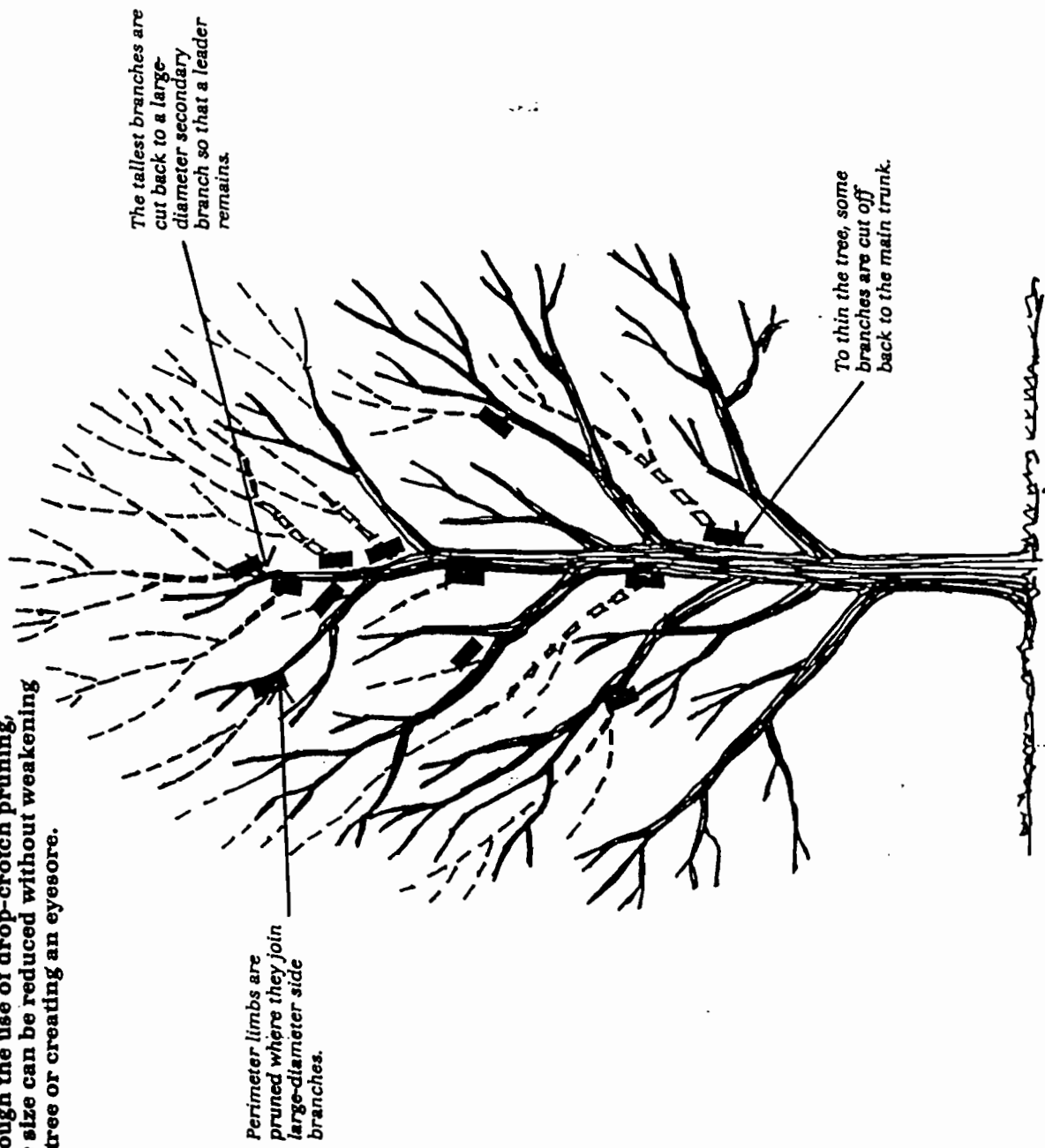


Conifers

work *with* rather than against a tree's natural tendency to wall off injured tissues and prevent the spread of decay. In these illustrations, final cuts should be made from points C to D. Do *not* cut along the C-X, which is simply an imaginary vertical line to help you locate C-D.

Reducing the Height of a Large Tree

Through the use of drop-crotch pruning, tree size can be reduced without weakening the tree or creating an eyesore.



Perimeter limbs are pruned where they join large-diameter side branches.

The tallest branches are cut back to a large-diameter secondary branch so that a leader remains.

To thin the tree, some branches are cut off back to the main trunk.

TREE SPECIES LIST

SHADE TREES	TREE TYPE	HEIGHT	SPREAD	GROWTH RATE	SITE CONDITIONS	BENEFITS	POSSIBLE PROBLEMS	REMARKS
Florida Maple <i>Acer floridanum</i>	Deciduous Shade	40-60'	30-60'	moderate	stream banks and wet soils	fall color	none serious	Small, erect, spreading branches
Red Maple <i>Acer rubrum</i>	Deciduous Shade	40-60'	30-50'	fast	adaptable	spring flowers, fall colors	leaf hoppers and borers	Many cultivars with brilliant fall color. Does not tolerate heavy pollution. Shade tolerant.
Sugar Maple <i>Acer saccharum</i>	Deciduous Shade	60-75'	40-60'	moderate	well-drained slightly moist	fall color	leaf scorch	Beautiful fall color. Resists heat. Shade tolerant. Cultivars: "Green Mountain," "Legacy"
River Birch <i>Betula nigra</i>	Deciduous	40-70'	40-60'	fast	moist preferred, but widely adaptable	handsome form and bark	leaf spot	Multi-or single-stem. Handsome bark. "Heritage" excellent selection.
Pecan <i>Carina illinoensis</i>	Deciduous Shade	60-80'	30-60-	slow	dry soils	handsome form and bark	fruit bearing	Fruit producing tree for food.
Hickories <i>Carva spp.</i>	Deciduous Shade	60-100'	30-60'	slow	various soils	handsome form and bark	fruit bearing	Agricultural implements and beautiful tree.
American Beech <i>Fagus grandiflora</i>	Deciduous Shade	50-70'	50-70'	slow	moist, well-drained, acid	handsome form, bark, fall foliage	none serious, surface roots	Beautiful and grand native for large area. Shallow roots inhibit grass.
Sweetgum <i>Liquidambar styraciflua</i>	Deciduous Shade	60-75'	40-50'	moderate	adaptable, needs large root zone	rich fall color	numerous pests when under stress	Fruitless variety, but some reversion possible. Rich fall color.
Yellow-poplar <i>Liriodendron tulipifera</i>	Deciduous Shade	70-90'	35-50'	fast	moist, well-drained loamy, full sun	beautiful spring flowers, fall foliage	numerous when poorly sited	Majestic tree only for large sites. Needs well-drained, loamy soil to stay healthy
Southern Magnolia <i>Magnolia grandiflora</i>	Evergreen	60-80'	30-50'	moderate	rich, well-drained shade tolerant	beautiful fragrant flowers, handsome leaf	messy leaves, surface roots	Formal specimen, as screen, or large hedge. Use cultivars: "Little Gem", "Margaret Davis", etc.
Black Chun <i>Nyssa sylvatica</i>	Deciduous	30-50'	20-30'	moderate	moist, well-drained, acid	striking fall color	none serious, surface roots	Beautiful native tree but hard to find in nurseries. Striking early fall color.
Loblolly Pine <i>Pinus taeda</i>	Evergreen	40-60'	20-30'	fast	adaptable to poorly drained, acid soil	good fast, screen, adaptability	pine beetles	Fast screen when young; higher canopy with age. Beetles not frequent in landscape setting.

SHADE TREES	TREE TYPE	HEIGHT	SPREAD	GROWTH RATE	SITE CONDITIONS	BENEFITS	POSSIBLE PROBLEMS	REMARKS
Sycamore <i>Platanus occidentalis</i>	Deciduous Shade	60-100'	30-60'	fast	typically stream banks to various soils	fall colors and handsome bark	bark peels off and fruit	Beautiful tree with peeling bark. Young tree grow very fast. Drought tolerant.
White Oak <i>Quercus alba</i>	Deciduous Shade	50-80'	60-90'	slow	deep, moist, well-drained, acid	statelyness, fall color	numerous, but tree is survivor	Probably most majestic of trees. Slow growth, transplant problems make plantings rare.
Southern Red Oak <i>Quercus falcata</i>	Deciduous Shade	60-80'	30-60'	moderate	upland tree	fall color	none serious	Found throughout the state.
Laural Oak <i>Quercus laurifolia</i>	Deciduous Shade	60-80'	40-60'	moderate	moist soils and along streams; poor soils	fall color, broad and dense rounded-top head	bark on old trunks turn black and deeply furrowed	Restricted in the Coastal Plains of Georgia. Drought Tolerant. Short lived tree. Pest free tree.
Water Oak <i>Quercus nigra</i>	Deciduous Shade	60-80'	30-60'	moderate	throughout state and around stream banks	fall color	none serious	Symmetrical, round topped head and planted as an ornamental tree mostly.
Willow Oak <i>Quercus phellos</i>	Deciduous Shade	40-60'	30-60'	moderate	adaptable	good form, fine texture	none serious	Highly adaptable and obtainable oak. Perhaps becoming overused.
Northern Red Oak <i>Quercus rubra</i>	Deciduous Shade	60-120'	40-80'	moderate	good soils and near stream beds	fall color, symmetrical form leaves	none serious	Forms broad head and stout ascending branches. Transplants fairly readily.
Stamand Oak <i>Quercus shumardii</i>	Deciduous Shade	40-60'	40-60'	moderate	adaptable	reliability, fall color	none serious	Reliable and adaptable. Becoming more available in the trade.
Post Oak <i>Quercus stellata</i>	Deciduous Shade	40-60'	30-60'	moderate	dry, poor or rich soil	fall color	crooked branches	Better adaptable in rich soils.
Japanese Zelkova <i>Zelkova serrata</i>	Deciduous Shade	50-80'	50-80'	moderate	moist, well-drained, sun	good foliage, fall color, vase shape	none serious	Handsome tree with good foliage and vase shape. 'Village Green' good selection. Drought tolerant.

ORNAMENTAL/ UNDERSTORY TREES	TREE TYPE	HEIGHT	SPREAD	GROWTH RATE	SITE CONDITIONS	BENEFITS	POSSIBLE PROBLEMS	REMARKS
** Japanese Maple <i>Acer palmatum</i>	deciduous	15-25'	15-25'	slow to moderate	moist, well-drained sun/shade	excellent foliage, fall color, bark	few, leaf scorch	Beautiful specimen or accent. Many named varieties with varying color and leaf shape.
American Hornbeam <i>Cornus caroliniana</i>	deciduous	20-30'	15-25'	moderate	fertile soils (wet)	clustering fruit (nuts)	none serious	Spreading bushy head. Also called a blue beech.
Redbud <i>Cercis canadensis</i>	deciduous	20-30'	25-35'	moderate	adaptable if not wet, sun/shade	spring flowers, fall color, fruit, form	canker, leaf spot, Verticillium wilt	Handsome native tree for naturalizing, as specimen or in groups. New varieties offer new leaf and flower colors.
Flowering Dogwood <i>Cornus florida</i>	deciduous	20-30'	20-30'	moderate	well-drained, acid, organic, moist	spring flowers, fall color, fruit, form	borer, fungus, leaf spot	Despite problems, worth growing in proper cultural conditions, one of most ornamental of all native trees
** Kousa (Japanese) Dogwood <i>Cornus kousa</i>	deciduous	20-30'	20-30'	slow to moderate	well-drained, acid, sandy, organic	late spring "flowers", bark fall color, fruit, form	borer, fungus, leaf spot	Handsome as specimen, softens harsh structures, beautiful in flower, and fall color.
American Holly <i>Ilex opaca</i>	evergreen	20-40'	20-30'	slow	well-drained, moist, acid, sun	evergreen leaves, red berries	numerous, leaf miner, scale, bud moth, blight	Pictureque specimen. Many superior cultivars available - 'Greenleaf', 'Howard'
Crape Myrtle <i>Lagerstroemia indica</i>	deciduous	18'+	varies	fast	well-drained, moist, acid, sun	bark, form, showy summer flowers	powdery mildew, black spot, sooty mold	Excellent National Arboretum cultivars for flower, bark, fall color, and mildew/pest resistance. Drought tolerant.
Flowering Crabapple <i>Malus hybrid</i>	deciduous	varies	varies	varies	well-drained, moist, acid, sun	showy spring blooms, fall fruit	numerous - use only resistant varieties	Many varieties available with different habits; bloom, leaf and fruit color. Select only disease resistant varieties.
Eastern Hophornbeam <i>Ostrya virginiana</i>	deciduous	20-30'	15-25'	moderate	uplands and stream banks	drooping fruit	none serious	Broad, round-topped head.

** denotes not a native species of Georgia

ORNAMENTAL/ UNDERSTORY TREES	TREE TYPE	HEIGHT	SPREAD	GROWTH RATE	SITE CONDITIONS	BENEFITS	POSSIBLE PROBLEMS	REMARKS
Sourwood <i>Oxydendrum arboreum</i>	deciduous	40-60'	20-40'	moderate	fertile, well-drained soil and abundant in mountains	fall color, fruit sour	none serious	Fruit a sour taste. Oblong, round-topped head with spreading branches.
Virginia Pine <i>Pinus virginiana</i>	evergreen	30-40'	15-30'	moderate	Upper piedmont to mountainous regions	smooth bark	knotty, brittle wood	Pyramidal head.
London Plane Tree <i>Platanus aquatica</i>	deciduous	20-40'	15-30'	moderate	Alluvial soils	fall color	none serious	Flaky bark and burlike nutlet.
Flowering Cherry <i>Prunus spz.</i>	deciduous	15-40'	10-20'	moderate	well-drained, moist, sun	spring flowers, tree form (some weeping)	numerous if poor conditions	Overlooked native, excellent for naturalizing road sides, spectacular fall color.
Plum <i>Prunus spz.</i>	deciduous	varies	varies	moderate	various soils	spring flowers	none serious	Flowers before the leaves develop.
** Bradford Pear <i>Pyrus calleryana</i> Bradford	deciduous	< 35'	15-30'	moderate	tough soils/urban conditions	beautiful snowy white flowers	none serious	An attractive, dense, rounded tree. Last tree for the leaves to turn.
Sassafraz <i>Sassafras albidum</i>	deciduous	30-60'	25-40'	moderate to fast	well-drained, moist, acid, sun/light shade	spring flowers, fall color	numerous possible but seldom noticed	Overlooked native, excellent for naturalizing road sides, spectacular fall color.
Carolina Basswood <i>Tilia caroliniana</i>	deciduous	60-80'	30-60'	slow	deep, moist soils	fall color, pendulous branches	weak wood	Beautiful tree with its bracts attached to the leaf.

** denotes not a native species of Georgia

SHRUBS	TREE TYPE	HEIGHT	SPREAD	GROWTH RATE	SITE CONDITIONS	BENEFITS	POSSIBLE PROBLEMS	REMARKS
<i>Abelia</i> <i>Abelia sp.</i>	evergreen	< 9'	varies	moderate	acidic peaty soils with partial sun to full sun	beautiful pink to white flowers	none serious	Easily grown and used as a hedge.
Japanese Barberry <i>Berberis thunbergii</i>	deciduous	< 6'	varies	moderate	various soils	bears scarlet colored berries	thorns	Introduced shrub that is a good hedgerow shrub.
Sweet shrub <i>Calycanthus floridus</i>	deciduous	< 9'	varies	slow	various soils	sweet-scented purple-brown flowers	none serious	Easily transplanted.
** Camellia <i>Camellia japonica</i> C. <i>sasanqua</i>	evergreen med, large	10-15' 6-10'	6-10' 5-8'	slow to moderate	moist, well-drained, humid, sun	handsome foliage, fall, winter, or spring bloom	many without proper cultural conditions	Many cultivars; select for cold-hardiness, bloom time and color. For accent, screening, espalier.
Pepperc Grass <i>Cortaderia selloana</i>	deciduous	6-12'	varies	moderate	most soils with sun	beautiful feathery plumes	sharp leaf blades	Not identified as a shrub, but a grass. Salt tolerant
Border Forsythia <i>Forsythia x. intermedia</i>	deciduous med, large	8-12'	10-12'	fast	adaptable, sun/ partial sun	early spring flowers	several but not particularly serious	Shrub border, massing groups, bank plantings. Needs plenty of space to limit pruning. Cultivars available.
Oakleaf Hydrangea <i>Hydrangea quercifolia</i>	deciduous	8+	varies	moderate	moist, fertile soils with light shade; dry with sun	showy flowers	none serious	Interesting foliage and large panicles of flowers.
Myrtle Holly <i>Ilex mirrifolia</i>	evergreen	8+	varies	fast	various soils	colorful	none serious	Suitable for screening hedges, specimens, or barrier plantings.
Yaupon Holly <i>Ilex vomitoria</i>	evergreen	8+	varies	fast	various soils	colorful	none serious	Leaves used as tea. Suitable for screening hedges, specimens, or barrier plantings.
** Juniper <i>Juniperus cultivars</i>	evergreen sm, med, large	1-20'+	1-10'+	moderate	tolerant of poor soils, not wet soils	consistent needle-like foliage, fine texture	twig blight, rust, wilt, bagworm, mites	Ground cover, foundation, bank, hedges, screen specimen. Sizes, shapes, colors vary with cultivar.
Mountain Laurel <i>Kalmia latifolia</i>	evergreen	10-30'	varies	moderate	acid sandy soils, dry rocky woods	beautiful flowers	none serious	Plant to naturalize the environment and an excellent shaded borders.

** denotes not a native species of Georgia

SHRUBS	TREE TYPE	HEIGHT	SPREAD	GROWTH RATE	SITE CONDITIONS	BENEFITS	POSSIBLE PROBLEMS	REMARKS
Wax Myrtle <i>Myrica cerifera</i>	evergreen large	10-20'	10-20'	fast	adaptable, sun/shade, salt tolerant	adaptability, fragrant stems and leaves	anthracnose, none serious	Foundation, screen, hedge, topiary, can be shaped into small tree. Cultivars available. Good repellent against fleas.
Nandina <i>Nandina domestica</i>	evergreen small, med	2-8'	3-8'	moderate	adaptable, sun/shade	spectacular fruit, winter color	none serious	Species effective in groups, as hedges. Cultivars mostly dwarf types with varied leaf color. 'Harbor Dwarf' best cultivar.
Flame Azalea <i>Rhododendron calendulaceum</i>	deciduous	< 15'	varies	slow	dry sites to along streams	showy, colorful flowers	none serious	Brilliant-flowered shrub yet known.
Florida Azalea <i>Rhododendron austrinum</i>	deciduous	< 12'	varies	slow	wet sandy, acidic soils	showy flowers	none serious	Easiest native azaleas to grow.
** Viburnum <i>Viburnum species</i>	deciduous/evergreen	5-20'	5-20'	moderate	moist, well-drained, sun/partial shade	flowers, fragrance, fall color, fruit	numerous possible, but relatively few	There is a viburnum for ever need. Many species/cultivars: 'Chesapeake', 'Doublefile', 'Allegheny', and 'Burkwood'.
Spanish Dagger <i>Yucca aloifolia</i>	evergreen	8+	varies	moderate	sandy soils	bears berries	none serious	Mostly found in sandy soils and marshes.
Mound-Lily Yucca <i>Yucca gloriosa</i>	evergreen	8+	varies	moderate	sandy, sandy loam, clay loam soils	showy flowers	none serious	Mostly found in sandy soils and clay soils.

** denotes not a native species of Georgia

Tree Ordinance Sources

Introduction: Asheville

Section 1: Chapel Hill/Asheville/Cobb County

Section 2: Asheville/Griffin

Section 3A: Spalding County

Section 3B: Salisbury/Griffin

Section 4: Raleigh

Section 5: Griffin

Section 6: Griffin

Section 7A: Griffin

Section 7B: Griffin

Section 8: Griffin/Raleigh

Section 9: Tree City USA/Griffin/Fulton County/Raleigh/Griffin/Salisbury

**Section 10: Forsyth County/Plant for the Future/Fayette County/Forsyth
County/Asheville**

Section 11A: Salisbury/Asheville

Section 11B: Charlotte/Forsyth County/Salisbury

Section 11C: Fulton County/Griffin

Section 11D: Fairfax County, Va./Peachtree City

Section 12: Fayette County

Section 13A: Griffin

Section 13B: Raleigh

Section 14A: Chapel Hill

Section 14B: Asheville

Section 15: Spalding County

Section 16: Spalding County

City of Effin
Public Works and Utilities
Monthly Tree Report

Street	Tree Assessment Report Data					Condition	Hazard Rating	Tree Assessment Report Comments	Monthly Inspection Data			Us/Con Prune	Monitor	Private Lot ID	
	Address	Tree #	Common Name	DBH	Date of Inspection				Monthly Inspection Comments	H M L Removal					
1															
2															
3															
4															
5															
6															
7															
8															
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A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas
TREE HAZARD EVALUATION FORM 2nd Edition

Site address: _____
 Map/Location: _____
 Owner: public _____ private _____ unknown _____ other _____
 Date: _____ Inspector: _____
 Date of last inspection: _____

HAZARD RATING:

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

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 gov. agency

TREE HEALTH

Foliage color: normal chlorotic necrotic Epicormics? Y N
 Foliage density: normal sparse Leaf size: normal small
 shoot growth: excellent average poor Twig Dieback? Y N
 Wood 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-sight 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 be moved? Y N Can use be restricted? Y N
 Occupancy: occasional use intermittent use frequent use constant use

**City of Griffin – Public Works Department
City Right of Way Tree Inventory
Field Attribute Data Collection Form**



Identifier

Tree Number: _____

Location

Northing (y) : _____

Easting (x) : _____

Address: _____

Street: _____

Intersecting Street: _____

Description / Condition

Common Name: _____

DBH: _____

Roots: _____

Stem: _____

Structural Branch: _____

Secondary Branch: _____

Foliage: _____

Assessment

Condition Rating: _____

Failure Potential: _____

Size: _____

Target Rating: _____

Hazard Rating: _____

Utility: _____

Notes

Comments: _____

Inventory by: _____

Date: _____



City of Griffin Storm Water Department

Inventory by: _____
Date: _____

GIS DATA UPDATE
BY _____
DATE _____

POINT EVALUATION SUMMARY:

General View Subtotal	_____
Location Subtotal	_____
Root Area Subtotal	_____
Trunk Area Subtotal	_____
Canopy Features Subtotal	_____
Annual Twig Growth Subtotal	_____
Insects and Disease Subtotal	_____
Onset of Canopy Subtotal	_____
Limb Structure Subtotal	_____
Impact on Block Subtotal	_____
GRAND TOTAL	_____

Appendix C Worksheet for Evaluating Tree Condition

This guide is adapted from the City of Sacramento, California, Parks Division. The evaluation awards points for specific tree and location ratings related to tree health. Circle point values as they apply to the listed criteria in each category. Add up the total points to determine the corresponding health rating.

Evaluation Guide	CITYgreen Rating
Good: 86-100 points	5
Fair: 71-85	4
Poor: 51-70	3
Very Poor: 31-50	2
Removal recommended: less than 31 points	1

Evaluation Criteria	Point Value
General View	
Overall appearance of tree is representative of species	10
Overall appearance of tree deviates from species as representative	5
General View Subtotal	_____
Location	
Adequate space available for development as characteristic of species	10
Space not adequate for development as characteristic of species	5
Location Subtotal	_____

Canopy Features	
Canopy full and balanced	5
Canopy full and unbalanced	3
Canopy unbalanced	1
Full canopy lacking	-1
Foliage concentrated in the upper 1/3 of tree	-1
Canopy dieback	-1
Foliage is representative of species	5
Foliage is not representative of species	-1
Canopy Features Subtotal	_____
Annual Twig Growth	
Current twig growth >6"	10
Current twig growth 2-6"	8
Current twig growth <2"	5
Annual Twig Growth Subtotal	_____
Insects and Disease	
No pests observed	10
Signs or symptoms of 1 pest observed	8
Signs or symptoms of 2 or more pests observed	6
Pests create an intermittent and temporary nuisance	1
Pests threaten well-being of this or adjacent trees	-1
Insects and Disease Subtotal	_____

Root Area	
No visible defects observed	10
Invasive roots damaging property	-1
Roots lifting sidewalk creating minor displacement of normal grade	5
Roots lifting sidewalk creating major displacement of normal grade	-1
Roots displacing curb or gutter from normal alignment	-1
Extensive portions of root system cut	-10
Crown root area displays signs of wood deterioration	-5
Crown root area decayed more than 30% of tree's cross section	-25
Root area subject to over watering	-1
Root Area Subtotal	_____
Trunk Area	
No visible defects observed	10
Bark missing from trunk:	
< 10% of trunk circumference	8
10-30% of trunk circumference	5
> 30% of trunk circumference	3
Trunk displays signs of wood deterioration	-5
Trunk area decayed >30% of tree's x-section	-10
Unequal weight distribution due to trunk lean	-1
Trunk crack(s) observed	-10
Trunk Area Subtotal	_____
Onset of Canopy	
No visible defects observed	10
Narrow angles of branch attachment and/or embedded bark observed	-1
Branch(es) nearly as large as trunk	-1
Branch attachment area displays signs or symptoms of wood deterioration	-15
Decay in more than 30% of x-section	-25
Crack(s) observed	-5
Evidence of split-out scaffolds	-5
Cluster of multiple branches; uncharacteristic of species	-1
Onset of Canopy Subtotal	_____
Limb Structure	
No visible defects observed	10
1 major or several minor dead limbs	8
2 or more major dead limbs	5
Signs or symptoms of wood deterioration	-5
Decay in >30% of limb's x-sectional area	-10
Crack(s) observed	-5
Narrow angles of branch attachment and/or embedded bark observed	-1
Large horizontal branches	-1
Evidence of split-out branch(es)	-1
Multiple branches from heading cuts	-1
Limb Structure Subtotal	_____
Impact on Block	
Tree significantly impacts shade, aesthetics of block	10
Tree does not significantly impact shade or aesthetics of block	5
Impact on Block Subtotal	_____

TREE INFO	
Identifier	Tree Number: _____
Location	Northing (y): _____ Easting (x): _____ Address: _____ Street: _____ Intersecting Street: _____
Description / Condition	Common Name: _____ DBH: _____ Roots: _____ Stem: _____ Structural Branch: _____ Secondary Branch: _____ Foliage: _____
Assessment	Condition Rating: _____ Failure Potential: _____ Size: _____ Target Rating: _____ Hazard Rating: _____ Utility: _____

COMMENTS:

City of Griffin

Tree Removal Request Form

Example :

LOCATION	SPECIES	DIAM.	Reason for Removal	Requested Date of Removal
314 East Griffin Ave	Longleaf Pine	17"	Dead	December 5 , 1996
1009 10th Ave.	Water Oak	24"	Driveway Installation	November 15 , 1996

LOCATION	SPECIES	DIAM.	Reason for Removal	Requested Date of Removal

All Tree removals must be inspected prior to removal by the City of Griffin Public Works Dept. and approved by the City of Griffin Tree Board. The Tree Board meets on the second Wednesday of each month at 1:30 pm at City Hall. All request forms must be given to the Public Works Staff no later than the first Monday of each month to ensure proper inspection time. Any request received after this day will be carried forward to the following month.

This form is only for use on Trees within the City right-of-way . The City of Griffin cannot make recommendations for trees located outside of these boundaries . If we find during our initial inspection that a tree is located outside of our R.O.W. , we will inform requester of the situation.

Property Owner _____ Daytime Phone No. _____

 Recommendation of Public Works Dept. _____

Recommendation by City of Griffin Tree Board

Approved

Not Approved

Signature _____

City of Griffin

Tree Planting Request Form

Example :

LOCATION	SPECIES	DIAM.	Reason for Planting	Requested Date of Planting
314 East Griffin Ave	Longleaf Pine	17"	Dead	December 5 , 1996
1009 10th Ave.	Water Oak	24"	Driveway Installation	November 15 , 1996
LOCATION	SPECIES	DIAM.	Reason for Planting	Requested Date of Planting

All Tree locations must be inspected prior to planting by the City of Griffin Public Works Dept. and approved by the City of Griffin Tree Board. The Tree Board meets on the second Wednesday of each month at 1:30 pm at City Hall. All request forms must be given to the Public Works Staff no later than the first Monday of each month to ensure proper inspection time. Any request received after this day will be carried forward to the following month.

This form is only for use on Trees within the City right-of-way . The City of Griffin cannot make recommendations for trees located outside of these boundaries . If we find during our initial inspection that a site is located outside of our R.O.W. , we will inform requester of the situation.

Property owner _____ Daytime Phone No. _____

 Recommendation of Public Works Dept. _____

Recommendation by City of Griffin Tree Board

Approved

Not Approved

ason _____