



Survey of Municipal Tree Regulation in Georgia



This first time, comprehensive **Survey of Municipal Tree Regulation in Georgia** is being conducted by Technical Forestry Services (TFS) for the Georgia Urban Forest Council (GUFC). The information you and other communities provide will be summarized and distributed in a report and on CD-ROM to participating communities. The result will be a valuable and essential tool for creating, revising, and administering tree ordinances.

SURVEY INSTRUCTIONS

WHAT IF I DON'T HAVE A TREE ORDINANCE? Complete and mail the enclosed Response Card ONLY by 5/31/05.

IF YOU HAVE A TREE ORDINANCE: The tree ordinance administrator, municipal arborist/forester/tree care manager; or person responsible for administration of the tree ordinance/tree-related regulations should complete and return this survey. Only one survey should be completed per municipality.

COMPLETING THE SURVEY: Please answer all questions as completely and accurately as possible by either placing an X in the space provided or writing a brief answer. If a question applies to your municipality but you do not have an accurate answer or estimate, please leave the space blank. If the question does not apply to your municipality, please write "n/a" in the space provided. Please print clearly and legibly.

PREFERRED RETURN DATE: Please return by 5/31/05, for one free workshop registration.

RETURN INSTRUCTIONS: Return your Survey with a copy of your tree ordinance documents (see below) by mail to: **Municipal Tree Regulation Survey, c/o Technical Forestry Services, 1046 White Hill School Road, Commerce, GA, 30529.**

COPY OF TREE ORDINANCE: Please include a copy of your tree ordinance, tree-related regulations, and associated guidelines, forms, permits, and checklists along with your completed Survey. Include an invoice to TFS if there are copying or mailing costs. An electronic file copy of your tree ordinance in MS Word®, .doc format or Adobe Acrobat®, .pdf format should also be sent by e-mail to tfshhead@aol.com before 5/31/05. If your tree ordinance documents are available online, please indicate the address here: _____
The content of your ordinance will be included in a summary of tree ordinance components.

THANK YOU!

Section 1. MUNICIPALITY INFORMATION

Municipality for which you are providing information: _____

We are a City _____, County _____, Consolidated Government _____.

2000 Census Population: _____ 2005 Population Estimate: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____ Website: _____

Street Address: _____ Zip: _____

Mailing Address: _____

City: _____, GA Zip: _____ County: _____

May we publish your name and contact information in a resource list? Yes ___ No ___



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Section 2. BASIC ORDINANCE INFORMATION

1. Does your municipality have a stand-alone (separate title or chapter) tree ordinance (include a copy)? Yes _____ No _____
2. Does your municipality have tree-related regulations in other titles or chapters of the municipal code (zoning, development, landscape, buffer, stormwater, etc.)?

Yes _____, in addition to a tree ordinance.

Yes _____, in place of a tree ordinance.

No _____, no tree regulations whatsoever.

If yes, list and briefly describe the titles or chapters of municipal code that address trees (other than a stand-alone tree ordinance):

3. Indicate the trees/locations to which your ordinance/regulations apply (check all that apply):
 publicly owned trees _____, including new construction on public property _____
 privately owned trees: _____ on new developments _____ including new residential subdivisions _____ on existing properties _____ including single-family residences _____

4. List the permits, plans, and fees required by the ordinance: _____

Section 3. TREE ORDINANCE DEVELOPMENT INFORMATION

Indicate if your answers in this section apply to a stand-alone ordinance _____ or tree-related regulations _____ that exist in place of a tree ordinance. The term "ordinance" is used for either in the following questions.

5. Is your current ordinance your first ordinance?

Yes _____ No _____ First adopted (year): _____

6. How many times and in what year(s) has your current ordinance been significantly revised?

Times: _____ Year(s) of Revision: _____

7. Which person or group led the effort to develop your first tree ordinance?



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Briefly describe the process used and list the types of people and groups involved:

8. *Did you use ordinances from other municipalities to guide the development of your first ordinance?*

Yes _____ No _____ If yes, please list those most used: _____

9. *Which person or group led the effort to make the latest revision?*

Briefly describe the process used and list the types of people and groups involved:

10. *Did you use ordinances from other municipalities to guide your latest revision?*

Yes _____ No _____ If yes, please list those most used: _____

11. *Are you planning on revising your ordinance in the next year? Yes _____ No _____*

Why? Which sections? _____

Section 4. TREE ORDINANCE/REGULATION IMPLEMENTATION

12. *Do you feel that your ordinance is effective? Yes _____ No _____ Somewhat _____*

What do you like most about your ordinance and why? _____



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What do you like least about your ordinance and why? _____

13. Which municipal department is responsible for ordinance administration?

14. What is the title of the individual responsible for ordinance administration?

Is tree ordinance administration their sole responsibility? Yes _____ No _____

Profession/Education/Specialty: (check all that apply): Registered Forester _____ Urban Forester _____ Certified Arborist _____ Landscape Architect _____ Horticulturist _____ Planner _____ Engineer _____ Other (describe) _____

How many staff *hours per week on average* are required for ordinance administration? _____

What are the other responsibilities of the tree ordinance administrator? _____

15. Which municipal department is responsible for ordinance enforcement?

16. What is the title of the individual responsible for ordinance enforcement?

Describe their educational background/training in tree care: _____

17. Which provisions of the ordinance are most difficult to administer or enforce, and why?

18. Have monetary penalties ever been assessed for violations?

Frequently _____ Occasionally _____ Rarely _____ Never _____ \$ _____ Per Violation

Describe the most common violations: _____



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19. Has your ordinance ever been challenged in court?

Yes _____ No _____ How many times? _____ Which provisions? _____

20. If challenged, was the municipality successful in defending the ordinance provision(s) in question?

Yes _____ No _____ Please explain further: _____

Section 5. TREE MANAGEMENT PROGRAM INFORMATION

21. Does your municipality have a designated tree care manager? Yes _____ No _____

Name: _____ Title: _____

Qualifications (check all that apply): Registered Forester _____ Urban Forester _____
Certified Arborist _____ Landscape Architect _____ Horticulturist _____

Other (describe) _____

22. Does your municipality have an active tree board or commission? Yes _____ No _____

Board/commission name: _____ Number of members: _____

How often does the board or commission meet? _____

23. Is your municipality a Tree City USA? Yes _____ No _____ # Years _____

24. Does your municipality have a public tree inventory? Yes _____ No _____

Year(s) completed (list initial and any updates): _____

Number of public trees: _____

Is the tree inventory database regularly maintained and kept current? Yes _____ No _____

25. Does your municipal budget include a line item for tree care? Yes _____ No _____

Average annual tree care budget: \$ _____ 2004 tree care expenses \$ _____

Section 6. TREE ORDINANCE EDUCATION

26. Do you have a "user-friendly" handbook or administrative guidelines that accompany your ordinance (send copies)? Yes _____ No _____

27. List below the forms that you use in administering the tree ordinance (send copies):

Are these forms available online? Yes _____ No _____ At: _____



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28. Have you ever provided organized training on your tree ordinance?

Yes _____ No _____ Number of times: _____

Format and length (PowerPoint presentation, workshop, video, on-site, etc.): _____

For whom? _____

29. Would you be interested in attending a state-wide program on tree ordinances?

Yes _____ No _____ If yes, how many people in your community would likely be interested in attending? _____ Which month of the year would be best? _____

How long should the program be? 1/2 day _____ 1 day _____ multi-day _____

30. Would you be interested in attending a regional tree ordinance "roundtable" to hear about and discuss other tree ordinances? Yes _____ No _____

31. Would you be willing to present a brief (15 minute) summary and analysis of your tree ordinance at one of these roundtables? Yes _____ No _____

32. What specific topics regarding municipal tree regulation would you be interested in hearing at a tree ordinance workshop/program/roundtable? Please suggest a speaker for each topic if you have one in mind.

33. Are there development sites in your area that you would be willing to include on a field tour to demonstrate the results of your municipal tree regulation?

Yes _____ No _____ What type? Commercial _____ Residential _____ Industrial _____
Public Property _____ Other _____

Section 7. COMMENTS

Please provide additional comments in the space below or on a separate sheet of paper.

THANK YOU for the taking the time to fill out this survey! Visit the Georgia Urban Forest Council website at www.gufc.org for periodic updates on the progress and results of the **Survey of Municipal Tree Regulation in Georgia**, and for information on upcoming tree ordinance educational opportunities.

Don't forget to include your tree ordinance and related documents with your completed survey. Please return by 5/31/05.