

Town of Mahone Bay Tree Identification and Replacement Plan – Terms of Reference

Purpose and When Required

1. The Town of Mahone Bay Land Use By-law requires that where a development is proposed in a residential or unserviced zone and a lot coverage of greater than 20% is proposed, the applicant shall submit a **Tree Identification and Replacement Plan (TIRP)** completed by a qualified professional at the applicant's expense. The plan must meet the requirements in Section 5.50.1 of the Land Use By-law and these terms of reference which may be amended.
2. The TIRP is required to determine the potential effects of a proposed development on existing trees and vegetation and to ensure that trees worth retaining are identified.
3. The TIRP shall be submitted to the Municipality with a complete development permit application when required by the Development Officer in accordance with the Town of Mahone Bay's Land Use By-law. **Please note:** The project description and evaluation in the TIRP must match the development permit application and its site sketch that is being submitted to the municipality. Any changes to the development permit application and/or site sketch during review of the proposal by the municipality may require revisions to the TIRP as determined by the Development Officer.

TIRP Preparation - Qualifications

4. The TIRP includes a complete Tree Inventory and a Tree Replacement Plan as described below, and shall be prepared and signed by a certified Arborist, Registered Professional Forester and/or Registered Landscape Architect.

Tree Identification and Replacement Plan – Minimum Requirements

5. The TIRP shall contain (but is not limited to) the following:

Project details including:

- a. Address and PID of the subject property
- b. Applicant's/owner's name (please include the names of all property owners)
- c. Author name, title, company name
- d. Dates on which a site visit(s) were conducted and date the report was prepared
- e. A description of the project type such as new build, renovation, re-build, or addition, etc. **Please note:** The project description must match the development permit application and its site sketch.
- f. Plot plans
 - 1) Title block including North arrow, key plan, project name, owner, project address, property PID, date, scale, revision number, author of drawing (prepared by).
 - 2) The entire plan shall be overlaid on a current location certificate or property survey prepared by a qualified Land Surveyor with the existing buildings and site features, and the proposed development permit application details with dimensions must be included for reference.
 - 3) The plot plan shall be prepared using AutoCAD or an equivalent computer aided design program and formatted as a PDF. Drawings are to be in 18"x24" /457mm x 610 mm or ARCH C minimum sizing layout to a metric scale no smaller than 1:500.

Town of Mahone Bay Tree Identification and Replacement Plan **- Terms of Reference**

- 4) For clarity, additional plot plans can be included in the TIRP where multiple recommendations for tree removal, mitigation, and preservation are required provided that the same base information .

- 5) **Existing conditions Plot Plan:**
 - a) Inventory of the species, size, condition, number, and location of trees on the subject property, abutting municipal property, adjacent properties affected by any portion of the proposed development or lands associated with the development, and any tree(s) along shared lot lines. All trees with a diameter of the trunk at breast height (1.37 metres above ground) of 30 centimetres or greater that are recommended to be removed or destroyed because of the proposed construction and development must be addressed in the scope of the report and plot plan
 - b) Ownership of all trees shown on the plot plan - private, neighbour, Town or shared.
 - c) Identification of any species at risk tree(s) observed and clearly labelled
 - d) A legend which clearly identifies all symbols, line types and line weights used on the plan.
 - e) All applicable notes and details

- 6) **Recommendations Plot Plan(s):**

Include all the information in the existing conditions plot plan with recommendations showing all trees to be preserved shown in a solid line and trees proposed for removal to be shown in a dashed line and clearly marked with an “X” on the plan.

- g. Written Recommendations and Conclusions summary including:
 - 1) Number of trees proposed for retention, injury, or removal
 - 2) Replacement tree requirements & recommendations
 - 3) Recommended mitigation and preservation procedures such as compaction alleviation techniques, root exploration or pruning methods, hoarding provisions, tree protection zones with minimum distances measured from the outside edge of the trunk, and corresponding graphics illustrated where required

- h. Original signed letter(s) of consent by all the adjacent property owner(s) for any trees that are owned by the adjacent property owners or shared ownership that are proposed for injury or removal

- i. Photos including:
 - 1) Aerial photo of site and abutting properties with date of photo included
 - 2) Site visit photos
 - 3) Inventoried trees (proposed for removal, mitigation, and preservation)
 - 4) Any hazardous trees or conditions on site along with any pre-existing tree damage