



City of Coquitlam

Comfort Letter for Arborist Presence at Specified Stages of Construction

Planning and Development Department
3000 Guildford Way, Coquitlam BC V3B 7N2
Tel: 604-927-3430 Fax: 604-927-3405
[e-mail: devinfo@coquitlam.ca](mailto:devinfo@coquitlam.ca)
www.coquitlam.ca/development

This letter is to confirm that _____
Name of applicant/property owner

has retained _____ (the "Project Arborist") to supervise the following:
Name of arborist company

- ☐ Demolition
- ☐ Excavation
- ☐ Driveway
- ☐ Other (please specify): _____

near protected trees at: _____
street address *postal code*

as described in the attached arborist recommendations/report. All work to be confirmed in a follow-up letter/report submitted to the City within two (2) working days of completion of the supervised work (email devinfo@coquitlam.ca). The follow up letter/report must be written by the Project Arborist and should outline the scope of work, methodology, documentation (including photos) and final assessment that details observed impacts to tree(s).

Applicant/owner is to do the following:

- Provide the Project Arborist with adequate notice (e.g. 2-3 business days) of required supervision of onsite construction activities/works.
- Ensure tree protection barriers remain in place for the duration of the project. Barriers must not be modified unless approved by the Project Arborist and communicated to the City in writing within 2 business days (email devinfo@coquitlam.ca).
- Other (please specify): _____

The Project Arborist is to do the following:

- Provide guidance and supervise work within the critical root zone or within 1m of the dripline of protected trees that are to be retained onsite and/or offsite. To include but not limited to: canopy pruning, root pruning, excavation, landscaping, etc.
- Arrange for the specified growing medium to be placed in the excavation.

- Provide recommendations on temporary irrigation, if necessary.
- Ensure that tree protection barriers are installed or re-installed according to City specification after work in the critical root zone is completed, prior to City inspection/re-inspection.
- Ensure that there is no storage of construction related materials, machinery or temporary structures within 1m of the critical root zone.
- Coordinate service installers for excavation for utility servicing, particularly when using a common trench.
- Ensure all works are compliant with the City's bylaws, including but not limited to the [Tree Management Bylaw No. 4091, 2010](#)
- Other (please specify): _____

The applicant/owner is aware that the Project Arborist must be on site to supervise as specified in the Project Arborist report or as agreed upon with City Staff.

Failure to comply with this signed contract can result in possible penalties, stop inspections/stop work orders and project delays.

Printed name of applicant/property owner

Printed name of Project Arborist

Signature of applicant or owner

Signature of Project Arborist

Email

ISA Certification Number

Phone

ISA Certification Expiry Date

Date

Email

Phone

Date

The personal information collected on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act. The City has authority to collect your information for the purposes of administering the Planning and Land Use Management processes in accordance with the Local Government Act. Should you have any questions or concerns about the collection and/or release of your personal information please call the Supervisor of Development Services at 604-927-3430.