



Tree Technical Manual Guidance for Consultants

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Background

This guidance references the Tree Technical Manual from the City of Columbus Recreation and Parks Department (CRPD) and focuses on the Public Tree Plan, Section 4. A Public Tree Plan is required for any plan with public trees located in the work limits. As stated in the manual, the Public Tree Plan must include relevant plans and dates in which they were made, show existing public trees, note the proposed public tree protection measures, note recommendations for removal or preservation of the public trees, and note any new public trees to be planted.

Public Tree Plan Requirements

The Public Tree Plan should include a general notes page, a site plan, and corresponding tree data tables. If additional details are needed, reference the Tree Technical Manual, Section 4.2. A Public Tree Plan should be provided by a Natural Resource Professional. Consultants that do not meet the requirements stated in Section 4.1. of the Tree Technical Manual can submit their qualifications to be reviewed. The City will review the request and issue a letter of approval or denial.

Recommended Approach

To efficiently capture the required information of the Public Tree Plan, CRPD recommends the approach noted in the following steps.

Planning

1. Review the Public Tree Inventory to see if public trees are already captured. This information is useful to obtain existing species and geolocations. This information may need to be updated based on field conditions.
 - a. If the trees are not in the inventory AND are street trees (in the right-of-way), contact Forestry@columbus.gov to have the assets added. Use the resulting Tree IDs in the data tables.

Preliminary Engineering

2. During **preliminary engineering**, if the trees are not in the inventory and are in a naturalized area (wooded area of park, for example), collect the large public trees (>12" DSH) GPS location using a Trimble Catalyst hand held (or equivalent technology), to help inform and determine the alignment for the trail or utility. This data will then be recorded into FieldMaps with the tree locations and their assigned numbers.





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DEPARTMENT

- a. FieldMaps allow City personnel with GIS access to visualize the alignment in the field without survey equipment or physical staking.
- b. If the project impacts 2 or more acres of contiguous wooded area, follow Section 5.4 for Large-Scale Project Mitigation. Request approval for proposed methods from Forestry before beginning the survey.
- c. If the project will need to clear cut a large area, skip this step.

Detailed Design

3. When the project moves into **detailed design**, if the public trees are not in the City's tree inventory, a surveyor will go out and record all the trees not initially captured (4" DSH and larger for naturalized areas; all trees in maintained landscape areas) by numbering and tagging all of the trees within the work limits. This data will be recorded and input into FieldMaps (or equivalent technology).
 - a. The Tree Technical Manual requires that the tags are aluminum with an aluminum nail. The numbering can start at 1 or any other number. Tag/nail all trees in one direction (ex. South facing) for ease of finding surveyed trees in the future.
 - b. It is recommended the surveyor to nail in fluorescent flagging tape behind each aluminum marker to make it easier for the Natural Resource Professional to follow up and capture the species identifications.
 - i. For example, the surveyor nails the tree with the ribbon on their initial pass. When the Natural Resource Professional follows (same day or different day), they can more easily see the trees to survey, and pull off the ribbon after they recorded the condition/species information, leaving on the aluminum tag.
 - c. It may be necessary for the surveyor to stake the limits of grading and pathways with ribbon, on a 25-foot interval, to clearly highlight the trees for the Natural Resource Professional.
4. The preliminary alignment will be adjusted and refined as needed based on the complete tree survey.
5. After the surveyor, the Natural Resource Professional will utilize FieldMaps in the field to capture the diameter, species, and condition of the public trees within the work limits.
6. The Natural Resource Professional will then recommend the removal or preservation of each public tree on the site plan and on the tables. Any mitigation deduction must be clearly denoted on the plans; for example, "invasive tree in naturalized area."
 - a. Only Forestry can approve mitigation deductions based on tree condition. The Natural Resource Professional should denote why the condition meets the "dead, dying, hazardous" exemption or otherwise should be discounted based on poor condition.
7. The Natural Resource Professional will then recommend the protection measures necessary for each preserved tree based on the Tree Technical Manual, on the site plans and on the tables.

Send any questions on the Public Tree Plan to Forestry@columbus.gov.





During Construction

If an update to the Public Tree Plan is needed after the tree plan is initially approved, the new tree information must be submitted to Forestry@columbus.gov to update the original permit or to issue a new permit. The City Forester will make the determination of whether an updated permit or new permit is most appropriate for each case. The City Forester or consultant can collect the additional information depending on the availability or construction schedule needs. The Public Tree Plan does not need to be updated or resubmitted.

Tree Tag Options:

- Tags and nails
 - <https://www.forestry-suppliers.com/p/79373/11861/round-numbered-aluminum-tags>
- Tags only
 - https://www.treestuff.com/round-aluminum-tree-tags/?srsltid=AfmBOoqGFu1OCGlmg8_UCGYDgxG4YuvgzYX-sm2j6nF4IRx_5xGs1XBs
 - <https://thearboriststore.com/products/round-aluminum-tree-tags?srsltid=AfmBOool6lvqqIg87h9rp3pKx-l5d4eZtMSOu1e7BhLgS5UyienpSoCM>
 - <https://benchmarksupply.com/products/sitepro-round-1-1-4-aluminum-tree-tags?srsltid=AfmBOorvbuu7MyPykrGDrHqg376DIWzW5jepYX4rw8rZxg1QLrRnmlq->



Figure 1- Linear alignment ribbon staking may be helpful during detailed design to help the Natural Resource Professional visualize the alignment in the field.



Figure 2 – Sample aluminum tree tag.

