

# TOWN OF VIENNA

## MEMORANDUM

**TO:** Vienna Construction Industry

**FROM:** Gary Lawrence, Head Arborist

**DATE:** December 9, 2015

**SUBJECT:** Planting Season Waiver

---

The purpose of this document is to explain how the Town of Vienna administers the 'planting season' temporary occupancy permit due to out of season planting requirements that prevent final plantings of trees/shrubs required for canopy coverage or other requirements as specified on the approved plans for final occupancy. Consideration and approval of a planting season waiver shall be at the discretion of the Head Arborist, or his/her designee.

The acceptable planting seasons are as follows:

- **Spring Planting Season:** March 15 - May 30
- **Fall Planting Season:** September 15 - November 30
- Planting shall be done only within the listed dates. Any tree planted outside of these planting seasons will be rejected by the Town Arborist upon inspection.

If a planting season waiver temporary occupancy permit is granted, the applicant shall post a bond (cash or surety) covering any tree plantings required for canopy coverage for the site.

- To compute the bond for tree plantings the applicant shall use the latest Town of Vienna Tree Preservation and Planting Specifications Manual to compute cost for proposed trees for canopy coverage.
- If after the following planting season, required tree plantings are not provided, the owner / applicant will be notified and the entire bond will be forfeited to the Town and the Town will use the bond money to complete required tree plantings. Any additional charges for completing the plantings shall be borne by the applicant.
- Bond will be released upon a passing inspection by the Town Arborist.

Note that this waiver does not include ground cover for final stabilization. The site must be brought to final stabilization or a separate Winter Site Stabilization Waiver must be obtained. See Vienna Letter to Industry 14-002.

cc: Leslie Herman, Director of Parks and Recreation  
Patrick Mulhern, Director of Planning and Zoning  
Dennis Johnson, Director of Public Works