

TREE PRESERVATION & PLANTING GUIDE



TOWN OF
VIENNA
since 1890

I. Purpose

This guide is intended to help applicants comply with the code sections related to trees and development in the Town of Vienna, Virginia. The guide does not replace the Town code; applicants should refer to the code in addition to the Guide to successfully prepare Urban Forestry-related components of a site plan.

The Town adopted a Tree Conservation code in compliance with the Code of Virginia [15.2-961.1 Conservation of Trees During Land Development Process in Localities Belonging to a Nonattainment Area for Air Quality Standards](#). The Town code shall become effective July 29, 2024.

The Vienna Tree Conservation Ordinance is contained in [Chapter 17](#) and emphasizes the preservation of existing tree canopy and sets a tree conservation target based on the extent of the pre-development tree canopy. Where it is not feasible to preserve the existing canopy to the minimum percentage required, new trees shall be installed to meet the required percentages.



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II. Tree Inventory and Preservation Requirements

The following shall be included in all development applications that require a site plan:

1. The tree inventory shall be performed by an International Society of Arboriculture (ISA) Certified Arborist or a Registered Consulting Arborist as designated by the [American Society of Consulting Arborists](#). Show, on the plan, the ISA Certified Arborist certification number or RCA number.
 2. Inventory all trees meeting the following requirements:
 - a. Deciduous trees greater than four (4) inches in diameter measured at breast height (DBH).
 - i. Diameter at breast height (DBH) measured at fifty-four (54) inches from grade or the industry-accepted standards¹ for deviation from fifty-four (54) inches.
 - b. Evergreen trees greater than six (6) feet in height regardless of DBH.
 - c. Multi-stemmed trees, which split below DBH, greater than eight (8) feet tall even if the individual stems may be less than 4" DBH. Use the sum of squares method, as follows, to calculate the "DBH".
 - i. Measure the DBH of each trunk. The DBH for the tree is found by taking the square root of the sum of all squared stem DBHs rounding to the nearest whole number.
Example: You have three stems that measure 5", 6" and 8" so the DBH would be:
$$\sqrt{(5^2+6^2+8^2)} = \sqrt{(25+36+64)} = \sqrt{125} = 11"$$

It should be noted in the comments that it is a multi-stem tree.
 - d. Trees located in the Town's right-of-way, regardless of DBH.
 - e. Include all offsite trees greater than 4" in diameter whose critical root zone overlaps within the limits of disturbance.
 - i. *Please note that permission to measure and evaluate offsite trees shall be obtained from the tree owner(s).*
 - ii. In lieu of permission, the trees shall be evaluated from the property under development and a note added to the inventory to reflect any caveats with evaluating offsite trees.
 - f. Any tree included in the canopy coverage analysis, as canopy retained, shall be included in the tree inventory.
3. The tree inventory shall contain the following information for each qualifying tree:
 - a. List the tree by number, corresponding with the tree's geographic location on the site plan. All trees on the inventory need to be numerically tagged in the field to correspond with the inventory. A metal tag or ribbon with the tree number written on the surface will suffice. *Please note it is advisable to remove all tags/ribbons from trees once the project is complete, after the certificate of occupancy has been approved.*

¹ [New York State Department of Environmental Conservation - Tree Diameter Measurement](#)

- i. For trees tagged with numbered aluminum tags, nails should maintain $\sim 1/2$ inch of space between the head of the nail and the trunk of the tree to allow for unimpeded tree growth through the development process and removal of the tag post-project completion.
 - ii. Trees that would be significantly damaged by nails should be identified with numbered flagging and that detail noted in the tree inventory table.
 - b. Botanical name.
 - c. Common name.
 - d. Diameter at breast height (DBH)
 - e. The calculated critical root zone (CRZ) value of each tree. The CRZ shall be measured at 1.5 feet of radius per inch of DBH.
 - i. The CRZ for multi-stem trees shall be measured at 2.0 feet per DBH (sum of squares method).
 - f. Indication of tree(s) being multi-stemmed, splitting below DBH, and therefore subject to the sum of squares measurement method and modified CRZ.
 - g. Pre-development condition – dead, poor, fair, good, or excellent.
 - h. Considering the pre-development condition of the tree and impact of construction, will the life expectancy of the tree be less than, equal to or greater than 20 years?
 - i. Will the tree be removed or retained?
 - j. If the tree shall be retained, state the tree preservation measures and show the tree preservation measures on the development plan.
 - k. Notes or comments on defects, or other situationally relevant observations relating to individual trees.
4. A tree preservation plan shall contain and illustrate the following elements at scale:
- a. Graphic and written scale, a graphic legend, and a North arrow.
 - b. All trees listed in the inventory with the existing site features, property boundaries, sidewalks, curb and gutter, proposed site features, land disturbing activities including existing and proposed grades, the limits of disturbance, all existing and proposed overhead and underground utilities, etc.
 - i. Applicants shall provide information, by way of a note of the tree preservation plan, if there are unknown locations for new utilities. Please note for any underground utility installation that impacts on a tree preservation area a revised tree preservation plan may be required and or mitigation.
 - c. Show, by graphical depiction, the location of the theoretical critical root zone (CRZ) to each tree. The CRZ shall be measured at 1.5 feet of radius per inch of DBH.
 - i. The CRZ for multi-stem trees shall be measured at 2.0 feet per DBH as derived from the sum of squares method.
 - d. The boundaries of tree canopies (drip line) shall be depicted as accurately as possible to reflect real world conditions.
 - e. Indicate the trees being removed with a bold “X” through the tree location.
 - f. For all trees retained, depict and/or annotate the tree preservation measures that will be employed throughout the project to protect trees from construction damage. Some examples of tree preservation measures that can be utilized are:

- i. Protection fence.
- ii. Root protection pads or mats.
- iii. Wood chip or other mulch application.
- iv. Trenchless silt fence.
- v. Root pruning.
- vi. Location to bore utilities under root system.
- vii. Areas of demolition by hand or manual tools.
- viii. Removal of vines on or around the tree trunk and in the tree canopy.
- ix. Invasive, non-native plant removal in the vicinity of the tree.
- x. Insect and/or disease control or treatment.
- xi. Supplemental watering method.
- xii. Soil testing and amendment/remediation.
- xiii. Soil excavation by pneumatic air device
- xiv. Vertical mulching.
- xv. Radial trenching.

g. [The Town of Vienna Tree Protection Standards and Specifications.](#)

- h. The following items are contained in the appendix of this guide:
- i. Tree Protection fence detail
 - ii. Root pruning
 - iii. Signage
 - iv. Plant installation

III. Canopy Coverage Requirements

Background

The development of an undeveloped tract; the redevelopment of any existing tract by removal of any structure and replacement with a new structure, or the addition to an existing structure or dwelling, that results in an area of disturbed soil of 2,500 or more square feet, shall provide for the preservation or replacement of trees on the development site such that, after twenty (20) years after development, minimum tree canopy coverages meet the percentages corresponding to the associated zone or district as outlined in *Figure 1* on the next page. (§17-1001(a)&(b))

The Tree canopy requirements outlined in *Figure 1* (on the next page) may be met through the preservation or planting of trees. However, when existing trees meet standards of health, condition, and suitability, and when it is feasible to preserve those trees within the framework of permissible uses, densities, design standards, and construction practices, all efforts shall first be made to meet the Tree canopy requirement through the preservation of trees before tree planting is allowed to meet any portion of the tree canopy requirement. (§17-1002(a))

The percentage of the development site covered by tree canopy at the time of plan submission shall equate to the minimum portion of the total 20-year tree canopy requirement of §17-1001(b) that should be met through tree preservation. This minimum portion shall be identified in plats and plans as the “tree preservation target.” (§17-1003(a))

Deviations, in whole or part, from the tree preservation target may be requested under the following conditions:

1. Meeting the tree preservation target would prevent the development of uses or densities otherwise allowed by the Town Zoning Ordinance.
2. Meeting the tree preservation target would require the preservation of trees and forested areas that do not meet standards for health, structural condition, and other vegetation and risk management requirements.
3. Construction activities could be reasonably expected to impact existing trees or forested areas used to meet the tree preservation target to the extent they would not likely survive in a healthy and structurally sound manner for a minimum of twenty (20) years in accordance with the post-development standards for trees and forested areas.

(§17-1003(b))

Deviations from the Tree Preservation Target

Deviations shall be granted for any of the justifications listed above provided that a written request is submitted and approved by the Director of Planning and Zoning in consultation with the Director of Parks and Recreation. (§17-1003(c))

Per Virginia Code § 15.2-961.1.E.3:

If, in the opinion of the developer, the project cannot meet the tree preservation target due to the conditions described in 1, 2, or 3, the developer may request a deviation from the preservation requirement. In the request for deviation, the developer shall provide a letter to the locality that provides justification for the deviation, describes how the deviation is the minimum

necessary to afford relief, and describes how the requirements for canopy coverage will be met through tree planting or a tree canopy bank or fund established by the locality. Proposed deviations shall be reviewed by the locality's urban forester, arborist, or equivalent in consultation with the locality's land development or licensed professional civil engineering review staff. The locality may propose an alternative site design based upon adopted land development practices and sound vegetation management practices that take into account the relationship between the cost of conservation and the benefits of the trees to be preserved as described in ANSI A300 (Part 5) — 2005 Management: Tree, Shrub, and Other Woody Plant Maintenance — Standard Practices, Management of Trees and Shrubs During Site Planning, Site Development, and Construction, Annex A, A-1.5, Cost Benefits Analysis (or the latest version of this standard). The developer shall consider the alternative and redesign the plan accordingly or elect to satisfy the unmet portion of the preservation threshold through on-site tree planting or off-site planting mechanisms, so long as the developer provides the locality with an explanation of why the alternative design recommendations were rejected. Letters of explanation from the developer shall be prepared and certified by a licensed professional engineer as defined in § 54.1-400. If arboricultural issues are part of the explanation, then the letter shall be signed by a Certified Arborist who has taken and passed the certification examination sponsored by the International Society of Arboriculture and who maintains a valid certification status or by a Registered Consulting Arborist as designated by the American Society of Consulting Arborists. If arboricultural issues are the sole subject of the letter of explanation, then certification by a licensed professional engineer shall not be required.

Canopy Coverage Calculation

The [canopy coverage analysis](#) (See Appendix) shall contain a worksheet which is a step-by-step process and should cover the most common development scenarios encountered. Please [contact the Urban Forester](#) with any questions about the Canopy Coverage worksheet. The following information shall be included on all minimum tree canopy coverage worksheets:

1. The minimum tree canopy coverage percentage required is based on the zoning of the parcel under development.
2. Lot area in square feet.
3. Minimum tree canopy coverage required in square feet.
4. The “Tree Preservation Target” which is defined as the percentage of the site covered by tree canopy at the time of plan submission which equates to the minimum portion of the required canopy coverage percentage, as

<i>Zone or District</i>	<i>Percentage of Site to be Covered by Tree Canopy in 20 Years</i>
<i>RS-16 – Residential Single Unit Detached</i>	<i>Twenty five percent (25%)</i>
<i>RS-12.5 – Residential Single Unit Detached</i>	<i>Twenty five percent (25%)</i>
<i>RS-10 – Residential Single Unit Family Detached</i>	<i>Twenty percent (20%)</i>
<i>RMU – Residential Multi-Unit</i>	<i>Fifteen percent (15%)</i>
<i>T – Transitional</i>	<i>Ten percent (10%)</i>
<i>AC - Avenue Center District</i>	
<i>AE – Avenue East Gateway District</i>	
<i>AW – Avenue West Gateway District</i>	
<i>CS – Church Street District</i>	
<i>GS – Gateway South District</i>	
<i>CP – Corporate Park District</i>	
<i>M – Mill District</i>	
<i>NM – Neighborhood Mixed-Use Zone</i>	

Figure 1. Required Canopy Coverage Percentages

identified in figure 1, that shall be provided through tree preservation.

5. Tree canopy coverage provided from tree retention.
 - a. Trees which are in fair condition or better, are not significantly impacted by construction activities, are not species deemed invasive or otherwise susceptible to pests and disease and which have been assessed as meeting or exceeding the 20 year projected life expectancy may qualify for an additional 25% canopy coverage multiplier per Virginia Code 15.2.961.1(I)1.
 - b. For shared trees (co-owned or jointly-owned) the portion of the tree canopy located over the property under development may be included provided the tree(s) meet the condition in subsection a. above. These trees do not qualify for additional tree credit multipliers.
6. Any remaining canopy coverage requirements that cannot be met through preservation must be met through tree planting. A planting plan shall be included which is composed of site appropriate species from the Town approve tree list.

Canopy Coverage from Tree Installation

1. If the tree canopy coverage analysis states that new trees will be installed to meet the minimum tree canopy coverage requirements or if a tree shall be planted on Town property to replace trees previously approved for removal, then a Tree Installation Plan is required. The following items shall be included in all tree installation plans:
 - a. A chart shall be provided showing:
 - i. Botanical name.
 - ii. Common name.
 1. Variety/Cultivar if applicable
 2. If the variety/cultivar being used is a columnar or otherwise compact form this must be noted as it may affect the projected canopy coverage.
 - iii. Caliper for deciduous trees or height for evergreens.
 - iv. Root condition - balled and burlapped or container.
 - v. Quantity.
 - vi. The 20-year projected tree canopy coverage provided for each tree.
 - vii. Additional canopy credits earned from applicable multipliers.
 1. The Town Approved Tree List indicates which trees qualify for tree multiplier credits (air quality, water quality, wildlife benefit, local ecotype native tree, improved cultivars and varieties). *Note: no more than one multiplier credits per tree for preservation and two credit for tree installation.*
 - b. Graphical depiction of where the new trees will be installed on the site, with the existing trees, site features, property boundaries, sidewalks, curb and gutter, proposed

site features, land disturbing activities including existing and proposed grades, the limits of disturbance, all existing and proposed overhead and underground utilities, etc.

- i. Proposed trees shall be shown on the plan at scale in their 20-year project **base Canopy Coverage Area (CCA)**.
 1. 100CCA trees shall have a scaled radius of 5.64'
 2. 150CCA trees shall have a scaled radius of 6.91'
 3. 200CCA trees shall have a scaled radius of 7.98'
 4. 250CCA trees shall have a scaled radius of 8.92'
 5. 300CCA trees shall have a scaled radius of 9.77'
 - ii. Spacing of new trees shall be based on their pre-multiplier canopy credit. *Multipliers shall not overlap with preserved trees, including the preservation multiplier.*
 - c. Plant installation shall comply with the [Plant Installation Specifications](#) found in this guide.
2. Trees shall be allowed to grow to their 20-year canopy credit without significant overlap with any other tree whether newly planted or existing.
 3. Trees meeting the following criteria may not be used for tree canopy coverage credit:
 - a. When more than 30% of the respective tree's critical root zone will be impacted by construction activities, including but not limited to trenching, grading, digging, cutting, or filling of soil, etc.
 - b. Trees determined by the applicant's arborist or the Town of Vienna Urban Forester to be in "poor" condition and will not be in good or fair condition after 20 years.
 - c. Trees retained in violation of the [Tree Protection Standards and Specifications](#).
 - d. Trees with invasive tendencies, or have known pest and disease issues that significantly reduce the likelihood of those species persisting for 20 or more years (examples include ash trees with emerald ash borer and native hemlocks susceptible to hemlock woolly adelgid)
 4. Species which have generally documented structural issues, such as certain *Acer* and generally *Salix* species, may receive conditional credit if trees are in good health and not located near structures where significant damage could be sustained if tree failure occurs. Details about applicable trees may be found in the [Town Approved Tree List](#).

IV. Required Inspections

Adherence to the following inspections should increase the likelihood of Certificate of Occupancy approval at the end of the project.

[Contact the Urban Forester](#) to request the following inspections at least three (3) days in advance of the requested inspection date.

1. A pre-construction meeting with the Town of Vienna's Urban Forester shall be held onsite prior to establishing perimeter controls so that the arborist can explain protection measures to operators, construction supervisors, and/or contractor's representatives.
2. Tree Preservation measure installation.
3. Mid-construction check-in after the foundation has been poured.
4. Final grading prior to removal of any tree preservation measure. Removal of any tree preservation measure required by the approved plan without written approval by the Town of Vienna Urban Forester is subject to violation of the approved site plan.
5. Inspection of any new tree required to be installed as part of the approved site plan before the tree(s) is(are) installed.
6. Certificate of Occupancy

V. Tree Protection Standards and Specifications

1. Before any grading, demolition, installation of tree preservation measures, or other disturbance, including tree removal, a preconstruction meeting shall be held with the Town of Vienna Urban Forester. The applicant shall stake clearing limits onsite to facilitate a location for trenching and fencing installation for tree protection.
2. Tree protection measures shall be installed as shown on the approved plan before any site work including demolition, grading, and tree removal. No changes shall be made to the approved tree preservation plan unless approved by the Town of Vienna Urban Forester.
3. When applicable, trenchless silt fence shall be used for erosion and sediment control to better protect and preserve trees that may be impacted by construction activities.
4. Root Pruning Requirements: Unless otherwise instructed by the Town of Vienna Urban Forester, root pruning shall be performed when limits of disturbance fall within the critical root zone of trees to be retained. The root pruning trench shall be excavated to a minimum depth of twelve (12) inches at the locations shown on the approved site plan. A vertical trenching machine, vibratory plow, or supersonic air tool are all acceptable tools for root pruning. All roots greater than one (1) inch in diameter, on the side of the trench closest to the tree trunk shall be cut or cleanly severed with hand pruners, loppers, handsaw, or other appropriate tool that can cleanly sever the root.
5. Removal of trees, per the approved plan, inside a tree preservation area shall be performed, by hand, without ground disturbance, or disturbance to nearby preserved trees. Trees in these areas shall be cut flush to the ground, without stump grinding unless approved by the Town of Vienna Urban Forester.
6. Do not remove trees from other properties, co-owned trees or Town rights-of-way without written permission of the owners. Written permission should be obtained and submitted with project documentation.
7. Any pruning or removal of Town-owned trees during the construction process shall be pre-approved by the Town of Vienna Urban Forester.
8. Tree protection fencing shall be maintained by the contractor throughout construction.
9. Tree protection areas shall be kept free from soil, vehicles, equipment, and the storage of construction materials. This period extends through the entirety of the project including final grading and landscaping activities.

10. The use of heavy equipment is strictly prohibited within tree preservation areas, for the removal of unwanted trees, structures, pads, grading, sodding, etc.
11. All tree pruning shall be done following current American National Standards Institute (ANSI) A300 pruning standards. Pruning to remove more than 10% of the total foliage, for trees being preserved for canopy coverage credit, shall be communicated and approved by the Town of Vienna Urban Forester before the pruning.
12. Tree protection areas shall have non-native invasive vines removed or severed and treated (under Virginia's pesticide application laws) to prevent their regrowth, as deemed necessary by the Vienna Urban Forester. The goal is to ensure the survival of the trees being used for tree canopy coverage requirement.
13. Removal of any tree preservation measure shall be approved by the Town of Vienna Urban Forester in writing prior to removal of any tree preservation measures.
14. If a violation of the approved tree preservation plan occurs, including encroachment or evidence of encroachment into a tree preservation area, the applicant shall be required to submit a mitigation plan to the Town of Vienna Urban Forester. This plan shall list remedial measures and the time within which such measures shall be completed by the applicant to ensure the continued preservation of the existing trees. This may include an assessment and report by a qualified arborist.

See the Town of Vienna website for the [Tree Protection Fence & Root Pruning Details](#)

VI. Plant Installation Specifications

1. Plants shall be furnished and installed as indicated on the landscape plan.
2. New plants shall be healthy and vigorous, typical of the species and variety, and meet the most recent [ANSI Z60.1 Standards](#)² published by the American Horticulture Industry Association d/b/a AmericanHort
3. New trees shall be a minimum of two inches (2”) caliper for deciduous trees and six feet (6’) in height for evergreens.
 - a. Permission for smaller caliper (< 2”) trees may be permitted with prior approval by the Town of Vienna Urban Forester.
 - b. Tree caliper is measured at 6 inches above ground as specified in ANSI Z60.1.
4. All trees planted in the Town’s right-of-way shall be balled and burlapped, two (2) inches in caliper or greater, single-stemmed, and have good form for the species. Species and variety selection shall be approved by the Town of Vienna Urban Forester or Town of Vienna Arborist.
5. Tree installation shall comply with the latest version of ANSI A300 Part 6 Tree Planting Best Management Practices and the [Virginia Cooperative Extension Tree and Shrub Planting Guidelines Publication 430-295](#)³.
6. The Town of Vienna Urban Forester shall inspect and approve all plants required on the approved site plan before installation. Additionally, the installation location and the climactic conditions shall be evaluated and approved before installation.
7. All plants shall have their container removed before planting and for balled and burlapped trees, a minimum of the top half of the wire basket and burlap cut away and removed from the planting hole. All twine, rope, trunk protection, tags, ribbon, etc., shall be removed from the trees and planting holes.
8. Trees shall be planted at the height of the surrounding grade with root flares visible.
9. All trees planted shall receive a 3-inch-thick layer of shredded hardwood mulch, in a 6-foot ring surrounding the tree (3-foot radius from tree center), with a 6-inch gap from the trunk.

² https://cdn.ymaws.com/americanhort.site-ym.com/resource/collection/38ED7535-9C88-45E5-AF44-01C26838AD0C/ANSI_Nursery_Stock_Standards_AmericanHort_2014.pdf

³ <https://vtechworks.lib.vt.edu/items/cb83a32b-f0c4-401c-8eac-11ee872bf43c>

10. Staking of trees shall be required if deemed appropriate by the Town of Vienna Urban Forester. When required, staking will be installed to meet ANSI A300 standards.
11. A minimum of **TWO** different tree species is preferred when planting 3-5 new trees on site. A minimum of **THREE** different tree species is preferred for 6-9 new trees installed on site. A minimum of **FOUR** different tree species is preferred for 10+ new tree plantings.
12. Trees shall be allowed to grow to their 20-year canopy credit without significant overlap with another tree, whether newly planted or existing. The 20-year tree canopy cover area value will be used for drawing trees to scale on the landscape plan and to determine minimum spacing. It is the responsibility of the developer to ensure that contractors and installers understand the necessary spacing requirements for trees at the time of installation.
13. Plants shall be installed when weather and soil conditions are conducive to planting. Generally, plants shall not be installed when soil is frozen, or saturated with water or during times of summer drought. The following planting seasons are desirable for plants to acclimate to their new home. Contact the [Vienna Urban Forester](#) to plant outside of the following planting seasons.
 - a. **Spring Planting Season:** March 1 – June 15
 - b. **Fall Planting Season:** September 15 – December 31

Any tree planted outside of acceptable conditions and the planting seasons without the Vienna Urban Forester's approval may be rejected.

14. A [planting season waiver](#) shall be issued for projects when construction is complete but the environmental conditions or planting seasons do not align with the above listed planting requirements. The waiver is applied with a conditional occupancy permit inspection approval.
 - a. Prior to a planting season waiver being granted, the applicant shall post a bond (cash or surety) that covers any tree plantings required for canopy coverage on the site.
 - i. The bond amount per tree is set at the Unit Price Schedule⁴ used by Fairfax County for 2" caliper deciduous and/or 8' evergreen trees.
 - ii. The bond amount for tree removals reflects the most current town-negotiated contract prices.
 - b. The necessary trees to meet the canopy coverage requirements, as presented in the approved site plan must be planted during the next available planting season.

⁴[Fairfax County Unit Price Schedule](#)

- c. The bond will be released to the applicant once a final planting inspection is completed.

See Appendix for the [planting season waiver](#) and [Tree Bond](#)

VII. Deviations From Approved Site Plans

1. All project plans should be faithfully followed through to the completion of the project, however in some instances, conditions change which require a deviation from the approved plan. These can include but are not limited:
 - a. Availability of nursery stock to meet planting specifications.
 - b. Construction errors that irreparably damage trees meant to be preserved.
 - c. Environmental factors that kill or necessitate the removal of trees such as extreme weather, pests, and diseases.
2. In some cases, deviations are sought to change the species composition and location of proposed trees due to client input.
3. At the discretion of the Urban Forester minor deviations such as the location of trees and species substitution of trees with the same CCA may be approved in writing without the need for the re-submittal of project plans, however, if the changes are significant and alter the canopy coverage calculations then the project plan will need to be re-submitted for review.
4. The Town of Vienna Urban Forester must be contacted with any proposed deviations for review.
5. Deviations that involve retaining trees that were planned to be removed after any construction/land disturbance activity has commenced will at minimum require re-evaluation by a certified arborist to assess the health of the tree(s) and the resubmittal of the project plan after having met with the Urban Forester on site to discuss the proposed changes. At the discretion of the Urban Forester, additional analysis may be required.

VIII. Bonding for Town-owned Trees

1. The Town of Vienna shall collect a Tree Protection Bond for all Town-owned trees that will or may be impacted during qualifying construction activities.
2. A tree bond shall be submitted for any Town-owned trees that may be impacted by construction activities. The Vienna Urban Forester will initiate the bond paperwork and send it to the applicant to complete and sign. The applicant must post the bond at the Town Finance Department. Once paid, attach a copy of the receipt with the approved bond form and upload both to the project documents in the [Geocivix](#) platform.
3. A tree bond shall be submitted before receiving a final demolition letter or in the case there is no demolition permit, the tree bond will be attached to the relevant development permit.
4. The term of Vienna's tree bond is one year. The term starts on the same day the Certificate of Occupancy is approved and released.
5. Please contact the [Vienna Urban Forester](#) to perform a final inspection of the bonded trees approximately one week before the one-year mark.

See Appendix for the [Tree Bond](#)

IX. Town Contact Information

Town Urban Forester

UrbanForester@viennava.gov

703-255-6358

*For more information or questions about this guide,
please contact the Town of Vienna Urban Forester.*

X. APPENDIX

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Planting Season Waiver



PLANTING SEASON WAIVER

To Whom It May Concern:

Per the town of Vienna regulations, we are requesting a waiver to temporarily delay the planting of _____ new tree(s) at the property located at: _____. We request this waiver strictly be in the interest of the trees' long-term viability as it is understood that planting new trees outside the planting times established by The Town of Vienna is not recommended.

This waiver request is for planting in the following planting season (check the appropriate time):

_____ September 15 – December 31 (Fall Planting Season)

_____ March 1 – June 15 (Spring Planting Season).

I/We commit to installing the tree (s) per our approved site plan during the above-stated time and agree to post a bond in the amount of _____ (write out amount) _____ (numerical amount).

This bond is per the Town's **Tree Preservation and Planting Guide** and based on the specific Tree Preservation and/or Landscaping Plan which has been approved for this project. Any proposed deviations from the approved plan must be reviewed and approved by the Urban Forester. We understand that this bond will not be released until the plantings pass a final inspection by the Vienna Urban Forester.

NAME: _____

ADDRESS: _____

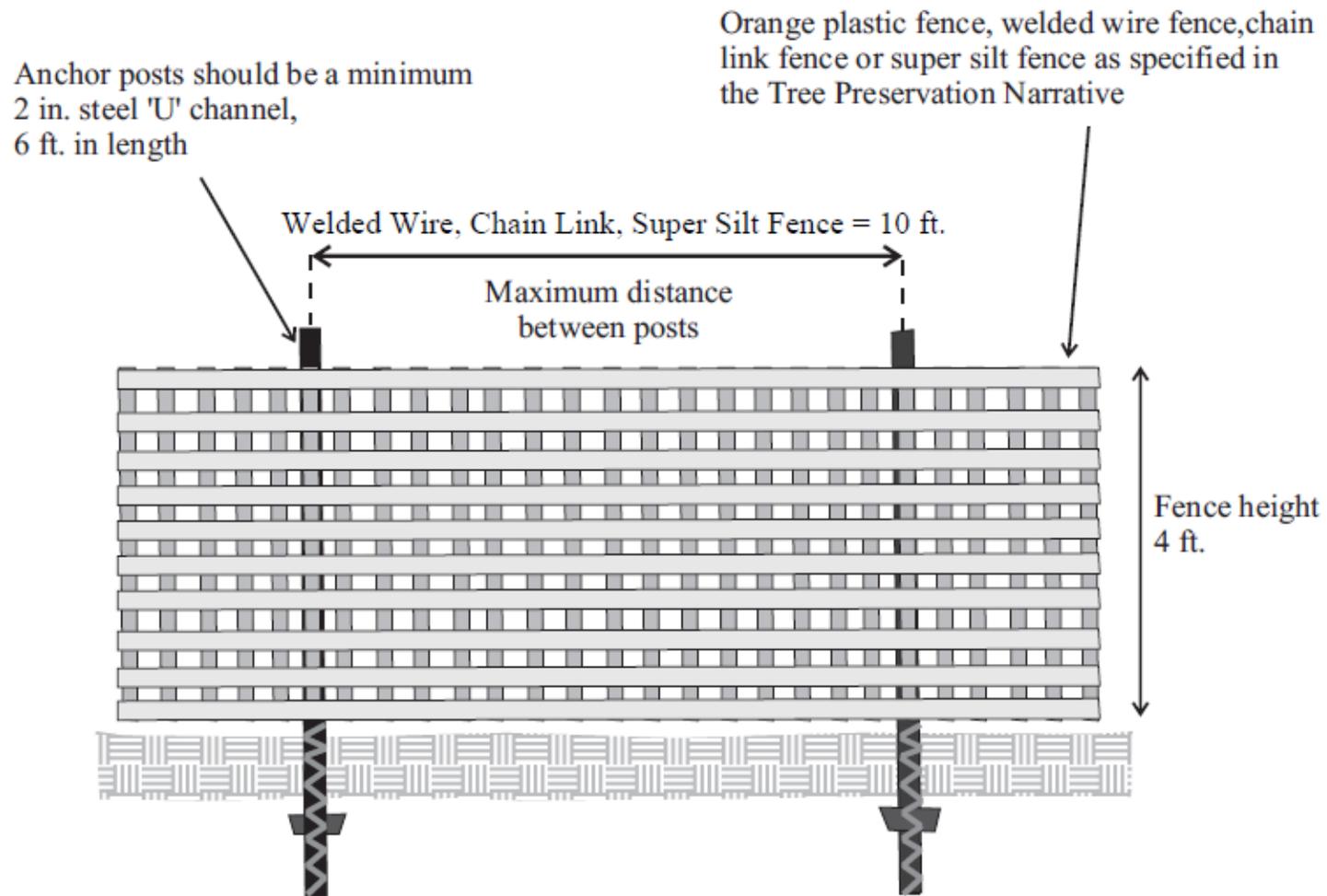
CONTACT (phone/email): _____

APPROVED BY (Town of Vienna Urban Forester): _____

Tree Bond

TOWN OF VIENNA, VIRGINIA					
Town-Owned Tree Bond					
Bond #:	Munis ID:	Date:			
TO BE COMPLETED BY THE PERMIT APPLICANT OR PROPERTY OWNER(S)					
For questions contact the Town Urban Forester at 703-255-6358 or tim.koski@viennava.gov					
Project Name:					
Project Address:					
Developer:					
Developer Address:					
Engineer or Surveyor (Firm):					
Address:					
Telephone					
Prepared by:					
Date:					
Tree Removal & Stump Grinding	Tree #/ID(s) on site plan	Quantity	Unit	Unit Cost	Total
6 " >12" dbh			Each	\$633.86	\$
12" > 18" dbh			Each	\$1,342.92	\$
18" > 24" dbh			Each	\$2,094.95	\$
24" > 30" dbh			Each	\$2,739.55	\$
30" > 36" dbh			Each	\$3,738.68	\$
36" > 42" dbh			Each	\$4,547.11	\$
42" > 48" dbh			Each	\$6,179.41	\$
48" & larger dbh			Each	\$9,615.27	\$
Prices for removal reflect current Town Contract Prices.				Total removal costs:	\$
Tree Replacement	Description	Quantity	Unit	Unit Cost	Total
Unit Price Schedule (fairfaxcounty.gov)	2" Caliper Deciduous Tree		Each	\$1,093.00	\$
Other:			Each		\$
Total replacement costs:					\$
Total Tree Bond:					\$
Vienna Parks and Recreation					
Date of inspection/review of site plan and ToV trees:					
Town of Vienna Urban Forester Signature:					
<i>The Permittee shall guarantee the protection and/or removal and replacement work for a period of one (1) year after occupancy.</i>					
<i>Protection, removal, and replacement procedures shall be executed per the standards described in the Town's Tree Preservation and Planting Guide.</i>					
<i>The Town of Vienna may collect Tree Protection Bonds in accordance with the Vienna Town Code - Applicable to Subdivisions.</i>					
<i>Once paid, attach a copy of the receipt with this form and upload to the project documents in the Geocivix platform.</i>					
Signature of applicant and date signed:					

Tree Protection Fence Detail



Note: Tree protection fencing must be maintained throughout construction until removal.

Resources & Definitions

Resources

[ANSI A300 Tree Care Standards - Tree Care Industry Association, LLC.](#)

[Town of Vienna Web Resources](#)