This nomination form serves as an application for legal protection of trees on private and public property under the Tree and Shrub Ordinance (Arlington County Code, Chapter 67-3-1).

A. **SPECIES:** ____________________ If you do not know the species, be specific about the location

B. **TREE LOCATION:** □ Public Property □ Private Property
   Address: __________________________________________________________
   Description of location on property: __________________________________________________________

C. **OWNER OF PROPERTY WHERE TREE IS LOCATED:**
   Name ___________________________________ Phone: _______________________
   Address: __________________________________________ Email: _______________________
   Does owner consent to designation? □ Yes □ No
   If owner does not consent to designation, the nomination will not be accepted by Arlington County
   Signature of Owner________________________________________________________

D. **NOMINATOR (If different from Owner):**
   Name: ___________________________ Phone: ___________________________ Email: ___________________________

E. **CATEGORY OF NOMINATION:** (Check one category). Detailed requirements and definitions of each category can be found in “Tree category definitions” and “General criteria and guidelines for tree nominations”. Every category provides legal protection under the Tree and Shrub Ordinance: http://environment.arlingtonva.us/trees/trees-shrubs-ordinance/
   ______ 1. MEMORIAL TREE - A tree that is a special commemorating memorial.
   ______ 2. HERITAGE TREE - A tree that is of notable historic or cultural interest.
   ______ 3. SPECIMEN TREE - A tree that is notable for its outstanding size or quality for its species.
   ______ 4. STREET TREE - A tree that grows in the street right-of-way.

F. **SUPPORTING DOCUMENTS:** Attach descriptions of why the tree is significant, and meets prescribed criteria. For nomination of heritage or memorial trees, evidence of their memorial, historic, or cultural value must be attached.

G. **PHOTO:** Attach a photo showing the tree and its surrounding environment
   COMMENTS: __________________________________________________________________________

Please do not write in this area. FOR OFFICE USE ONLY

DATE RECEIVED: ___________________ INSPECTED BY: _______________________

DATE INSPECTED: ___________________

SPECIES: __________________________ CONDITION OF TREE: ______% 

MEASUREMENTS:
   Circumference: ________ inches
   Total height: ________ feet
   Avg. crown spread: ________ feet
   Date of site visit: ___________________
   Verified by: ___________________

TOTAL SCORE: ___________________

COMMENTS:

RECOMMENDATION FOR PROTECTION: □ Yes □ No
TREE CATEGORY DEFINITIONS AND CRITERIA FOR ACCEPTANCE

**Heritage Tree**

Any tree that has been individually designated by the County Board to be of notable historic or cultural interest. A tree may qualify if accompanying documentation or explanation of the notable historic or cultural interest associated with this tree is provided.

**Memorial Tree**

Any tree that has been individually designated by the County Board to be a special commemorating memorial. A tree may qualify if accompanying documentation or explanation of the commemorative event that qualifies this tree for memorial status is provided.

**Specimen Tree**

Any tree that has been individually designated by the County Board to be notable by virtue of its outstanding size and quality for its particular species. A tree may qualify if it is at least 75% of the score of the smallest tree of that species on Arlington County's Notable Tree list. The factors assessed are tree circumference (feet or inches), tree height (feet), average crown spread (feet). If the tree species is not on Arlington County's Notable Tree list then the tree may qualify if it is at least 65% of the smallest tree on Virginia State List of 'Big Trees' score, of that particular species.

**Street Tree**

Any tree that has been individually designated by the County Board and that grows in the street right-of-way.

A tree may qualify if it is 1) appropriate for its site (follows Arlington County Standards for Tree Planting) 2) has a condition rating of at least 60%, and 3) is of a mature size for its species.

*Trees that will not be considered* - The County may consider any tree ineligible for designation for the following reasons: it is determined hazardous, invasive (i.e. it is on the Invasive Plant Species List, with high or medium invasiveness, of the Virginia Department of Conservation and Recreation), is inappropriate for their planting space, has a condition rating less than 60%, or has disease or pest problems. Trees nominated for protection without the consent of the owner will not be considered.

**PROCESS**

Upon receiving a nomination the urban forester shall have 30 calendar days to review the tree. If the tree meets the above Criteria and Guidelines it will then be recommended to the County Board. After the nomination has been forwarded it will be placed on the next possible County Board meeting agenda for a hearing. The full process for approval can take up to 6 months. Please refer to Arlington County Code, Chapter 67-3-1 for details:

http://environment.arlingtonva.us/trees/trees-shrubs-ordinance/

**HOW DOES DESIGNATION PROTECT TREES?**

Tree preservation is required and tree protection must be provided if development of the site occurs. Non-compliance and violations will result in a civil penalty of up to $2,500.00. Please refer to Arlington County Code, Chapters 67-3-2 and 67-3-3 for details:

http://environment.arlingtonva.us/trees/trees-shrubs-ordinance/