



**Forestry Division**  
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Fort Collins, CO 80521  
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*fcgov.com*

## **CITY OF FORT COLLINS ARBORIST LICENSE REQUIREMENTS**

3-26-13

It is unlawful for any business to engage in the following activities within the city for commercial gain or profit without first procuring an arborist license from the City Forester:

- (1) Cutting, trimming, pruning, or removing of trees when the cuts necessary for such cutting, trimming, pruning, or removal are made at a height of 10 feet or greater above the ground.

Any licensee must perform all cutting, trimming, removing or pruning, of trees on public or private property within the city in accordance with the requirements in the “City of Fort Collins Tree Management Standards and Best management Practices” established by the City Forester and approved by the City Manager. Any licensee not complying with these standards may have their license suspended or revoked. The requirement of an arborist license does not apply to the production and maintenance of trees in a nursery setting.

### **General Arborist License Requirements**

1. Submit a completed application provided by the City Forester.
2. Provide proof of insurance (**commercial general liability insurance policy covering all of the applicant’s proposed tree service operations in the city, with a minimum limit of one million dollars per occurrence with the City of Fort Collins named as an additional insured on such policy**).
3. Identify all motor vehicles and other major equipment used in licensed tree care work with the licensee’s business name and telephone number. City Forester will inspect vehicle signs.
4. Pay license fee. Original and renewal fee is **\$25**. Payment must be received before a license can be issued.
5. Submit three letters of reference or recommendation from people who can speak about your or the businesses ability to perform arboricultural work in the license categories you wish to obtain.
6. Determine the classification(s) you want to obtain by reviewing the following classifications (A–C). Review the requirements you must meet to obtain the classifications. Every arborist license shall show the types, classifications, or kinds of services for which the company is licensed and authorized to perform.

- A. Pruning and Removal/Climbing:** Arborist license holders with this classification are authorized to prune or remove any size tree by: 1) climbing; 2) using an aerial lift; 3) working from the ground; or 4) standing on a ladder.
- B. Pruning and Removal/Aerial Lift:** Arborist license holders with this classification are authorized to prune or remove any size tree by: 1) using an aerial lift; 2) working from the ground; or 3) standing on a ladder. This classification limits climbing in trees to **15** feet or less (as measured from the ground to the workers feet), regardless of the total height of the tree.
- C. Low Pruning:** Arborist license holders with this classification are authorized to prune trees, but the tree worker must not be over **15** feet above the ground in any work situation (measured from the ground to the workers feet).

### Requirements to obtain Arborist License Classifications

The business owner or a designated employee must be evaluated by the City Forester in order to determine the applicant's qualifications and competency to engage in the arborist license classification(s) applied for.

#### **A. Pruning and Removal/Climbing:**

1. Pass relevant portions of certification through the **ISA (International Society of Arboriculture)** as a Certified Tree Worker/ Climber Specialist. Applicants must provide proof that they have passed the written portion of the certification exam, and that they have passed the field portion of the exam. However, if a candidate has passed the written test and all portions of the field test except the time limit, that person will qualify and be issued a license when all other criteria are met.

The City Forester uses this ISA certification credential, and accepts the passing of the written and field tests needed to obtain it, as the best way to examine and determine if an applicant for an arborist license has the qualifications and competency needed to prune or remove a tree of any size. The written test is a knowledge based test and the field/skills test evaluates climbing skills. The testing required for this level of certification has been extensively researched and developed by an internationally recognized panel of experts. Pruning and removal of large trees is highly technical and professional work. This level of certification is required to ensure that applicants have the skills, knowledge and experience to perform pruning and removal of trees of all sizes in a professional and safe manner. However, a person possessing the knowledge and skill required to pass the test, but simply cannot pass the field climbing test in the time frame allowed by the test, will be issued a license when all other criteria are met.

You can find dates, times and more information about Certified Tree Worker/Climber Specialist exam at <http://www.isa-arbor.com/certification/becomeCertified/index.aspx>

2. Pass a tree identification test (given by the City Forester) of the common trees found growing in Fort Collins. To pass the tree ID test, the applicant must obtain a score of 80% or better.
3. Pass a field pruning test given by the City Forester. A deciduous tree must be correctly pruned. Pruning will be based on defined objectives. The applicant must correctly **Clean** and **Thin** the entire canopy. Work performed in the pruning test must conform to the "City

of Fort Collins Tree Management Standards and Best Management Practices”. Applicants that pass the pruning test will be paid \$100 for pruning a City tree.

4. Maintain a current copy of the most recent edition of all the following documents. The BMP’s and ANSI standards can be purchased from the **International Society of Arboriculture**. Applicants will need to show the City Forester their copies of the following documents:
  - a. City of Fort Collins Tree Management Standards and Best Management Practices
  - b. Best Management Practices/Tree Pruning (ISA)
  - c. Best Management Practices/Utility Pruning of Trees (ISA)
  - d. ANSI Z133.1-2006 for Arboricultural Operations- Safety Requirements
  - e. ANSI A300 (Part1) – 2008 Pruning
  - f. Chapter 27 of the Fort Collins Municipal Code
  - g. ISA’s Tree Climber’s Guide (by Lilly and Kotwica)

#### **B. Pruning and Removal/ Aerial Lift:**

1. Applicants must pass the written portion of the ISA (International Society of Arboriculture) Certified Tree Worker exam. Applicants must produce proof of passing the written portion of the exam upon receiving results from ISA.
2. Pass a tree identification test (given by the City Forester) of the common trees found growing in Fort Collins. To pass the tree ID test, the applicant must obtain a score of 80% or better.
3. Pass a field pruning test given by the City Forester. A deciduous tree must be correctly pruned. Pruning will be based on defined objectives. The applicant must correctly **Clean** and **Thin** the entire canopy. Work performed in the pruning test must conform to the “City of Fort Collins Tree Management Standards and Best Management Practices”. Applicants that pass the pruning test will be paid \$100 for pruning a City tree.
4. Maintain a current copy of the most recent edition of all of the following. (The BMP’s and ANSI standards can be purchased from the **International Society of Arboriculture**) Applicants will need to show the City Forester their copies of the following documents:
  - a. City of Fort Collins Tree Management Standards and Best Management Practices
  - b. Best Management Practices/Tree Pruning (ISA)
  - c. Best Management Practices/Utility Pruning of Trees (ISA)
  - d. ANSI Z133.1-2006 for Arboricultural Operations- Safety Requirements
  - e. ANSI A300 (Part1) – 2008 Pruning
  - f. Chapter 27 of the Fort Collins Municipal Code
  - d. ISA’s Tree Climber’s Guide (by Lilly and Kotwica)

#### **C. Low Pruning:**

1. Pass a written test on basic pruning principles and making correct pruning cuts. The test will be given by the City Forester. Applicants must receive an 80% or better to pass.
2. Pass a tree identification test (given by the City Forester) of the common trees found growing in Fort Collins. To pass the tree ID test, the applicant must obtain a score of 80% or better.

3. Pass a field pruning test given by the City Forester. The test consists of making the three different kinds of pruning cuts correctly (removal cut, reductions cut and heading cut to a bud). Pruning cuts made in the test must conform to the “City of Fort Collins Tree Management Standards and Best Management Practices”.
4. Maintain a current copy of the most recent edition of all of the following. (The BMP’s and ANSI standards can be purchased from the **International Society of Arboriculture**) Applicants will need to show the City Forester their copies of the following documents.
  - a. City of Fort Collins Tree Management Standards and Best Management Practices
  - b. Best Management Practices/Tree Pruning (ISA)
  - c. ANSI Z133.1-2006 for Arboricultural Operations- Safety Requirements
  - d. Chapter 27 of the Fort Collins Municipal Code

**Schedule a test (non-certification) by contacting City Forestry at least 10 days before hand.**

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\*Section B amended 8-30-10