

# A GUIDE: COMPLETING AN INVENTORY OF URBAN PARK TRAILS



*An introduction to the preparation of a strategic  
approach to the care and maintenance of trails in your  
community forest*



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## **Forest/Park Trail Inventory**

Trail inventories are essential in order to create a Management Plan and maintenance schedule for a park or open space trail. Trail inventories provide the manager with information on what trees are present, conditions of the trail, what problems are occurring, and what maintenance issues are likely to occur in the future. Lack of proper trail maintenance can quickly lead to deterioration of the quality and aesthetics of trails. The inventory helps in the planning of immediate maintenance needs and also future scheduled maintenance needs.

### **Pre-Management Plan**

#### **Goals**

Prior to the development of a trail Management Plan, goals and priorities must be determined. Trails have different uses in different municipalities, regions, and environments. Trail uses to consider may include equestrian, mountain bikes, pedestrian walking and running, wheelchair access, bird watching, pet walking, and various other activities. These activities must be specifically stated *before* the inventory is completed. It is also important to know what kind of trail the general public wants in the specific area. Is the trail used for exercise, nature-walking, or scientific study? A survey may be used to determine demand for certain uses and the town council may be the final authority on what available uses will be represented by the trail.

#### **Use**

The level of use will also help determine what kind of maintenance will be required to keep the trail in a safe and acceptable condition. Trail surfaces of dirt, wood-chips, or asphalt may be desired, depending on the amount of use that the trail receives. Wood-chips may be more aesthetically pleasing but they will not support wheel chair traffic. If the trail is to have wheelchair access it must have a sturdy surface in all parts of the trail.

The types of trail use have a direct impact on how the inventory data is conducted and what maintenance specifications will be needed. For example: The height to which branches are trimmed will be different if it has equestrian use versus just pedestrian use. These are only some of the examples of issues that must be addressed. It is worth the time and effort to get a full use projection before any management plans are made.

### **Economics**

The amount of economic funding for the trail is also a crucial factor in determining trail creation, restoration, and ongoing management. Creating a high cost trail may include high cost maintenance in the future. Trails are not one-time investments; they need continual care to provide effective service to the users. Trails that can not be maintained may not be worth building in the long run because of safety issues. Economic factors must be known before any trail work is done, or else essential time and money may be wasted.

### **Safety**

Safety issues are also major factors to consider when developing a trail management plan. Obstacles in the trail, trail lighting, railings on foot-bridges, and help phones are only some of the important safety issues to consider. One accident can greatly affect trail use and funding in the future. Trail accident and liability issues must also be addressed when developing a management plan.





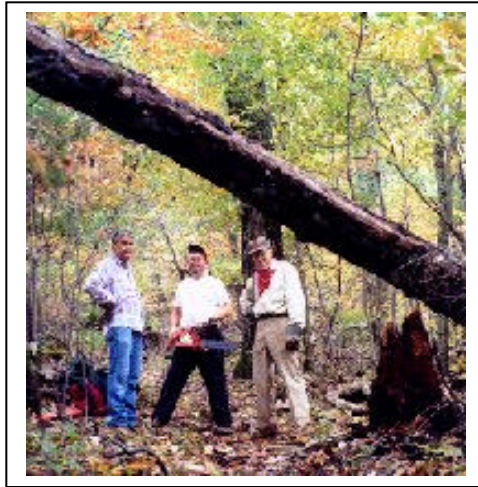
## **Pre - Inventory:**

Step 1: Compile all information on the trail as possible, such as goals of the trail, use survey results, economic funding, safety issues, topography maps, land deed maps, old land surveys, wetland classification maps, and any other available information.

Step 2: Develop a map that will be useful for the trail inventory, not including any more information than is needed. Simple is better! You may also use an existing air photograph or an existing map.

Step 3: Inform the persons conducting the inventory about all goals and information pertaining to the trail management project.

Step 4: Conduct the inventory using the sample *Forest Park Trail Inventory* sheet and the *Trail Delineation* sheet. Distances must be measured accurately in order to insure proper management in the future. Distances can be measured using pacing techniques, rolling measuring wheels, or advanced Electronic Distance Measuring devices, such as GPS or GIS. The longer the trail, the more accurate the measuring device and methods will need to be.



## **Forest & Park Trail Inventory**

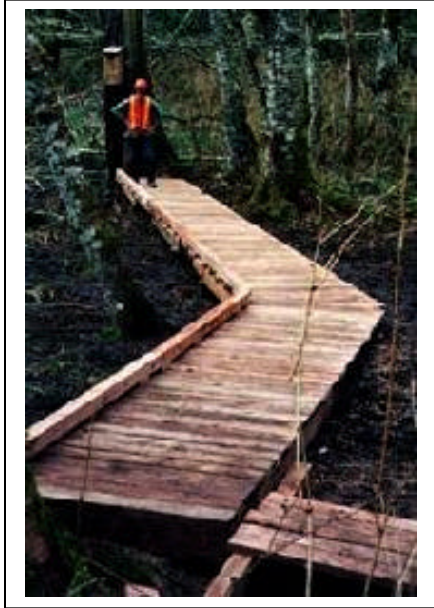
Fill in all appropriate information in the heading in order to keep data together in an orderly fashion. Missing data could become a serious problem later on when developing the management plan and when completing trail maintenance. This information will be the basis for an ongoing management plan in which a map will be updated whenever work is done on the trail. Time spent on accuracy during the initial inventory will be time saved later on!

**Segment Number and Distances:** This number indicates the distance of a segment of the trail, from one point to another. The distance included in a segment will change depending on accuracy needs and length of the trail. In most cases, segments will be 100 or 200-foot lengths.

**Ground Cover Type:** Record the general ground cover type that is found in the segment. The general ground cover types are Soil, Grass, Bituminous Concrete (Asphalt), and Other. You may make note of any “Other” ground cover types that may be important in the management plan, such as wetland cover or ledge rock.

**Hazard Trees:** Any trees that may pose an immediate or future safety issue for trail users must be noted for removal or other maintenance. The categories are Severe, Moderate, Low, and Down. These categories are used to prioritize management within a limited budget. The “Tree Size Key” at the bottom of the inventory data page helps determine what code letter, from A-E will be used to indicate the DBH of the hazard tree. The “Notes” section may be used to further detail the condition of the hazard trees recorded in the inventory.

**Erosion:** This section will record any washout, slope, or infrastructure erosion problems on the trail section. A washout should be recorded when significant trail erosion has occurred. A slope erosion problem should be recorded when a slope is becoming eroded by rain and runoff water, which could present future washout problems. Infrastructure erosion should be recorded when a drainage basin, bridge, or retaining wall is in danger of failure because of soil erosion around it. The “Notes” section may be used to further detail additional erosion issues or specific management that may be needed.



## Forest & Park Trail Delineation

This data sheet should be used to record the location of all Hazard Trees and Erosion areas. The heading, segment distances, and scales must be clearly recorded on each data sheet for accuracy. Record hazard trees with the letter ‘T’ and the chronological #, such as T135 for hazard tree number 135 on the trail. Record erosion areas in the same way, using ‘E’ as the prefix (I.e.: Erosion case #2 would be recorded as “E2”). Place the markings in the closest relationship to the scale distance as possible, for ease of finding the location in the future. The line segments are broken up to more easily mark this relationship correctly.

A data sheet of this type can be used to record data while in the field.

The next page shows an example segment data recording sheet, tracking management issues in relation to trail segment lengths.

Forest Park Trail Section: \_\_\_\_\_ Page P. \_\_\_\_\_

Date: \_\_\_\_\_ Survey Team Initials: \_\_\_\_\_ Weather: \_\_\_\_\_ Elevation: \_\_\_\_\_

Trail Name: \_\_\_\_\_

Segment No: \_\_\_\_\_ Segment Distance: \_\_\_\_\_

GROUND COVER TYPE	HAZARD TREES			EROSION		
	Dist	Dist	Dist	Dist	Dist	Dist
<input type="checkbox"/> Dist				Washout		
<input type="checkbox"/> Other				Steps		
<input type="checkbox"/> Dist CONC				Infrastructure		
<input type="checkbox"/> Other						

NOTES: \_\_\_\_\_

Segment No: \_\_\_\_\_ Segment Distance: \_\_\_\_\_

GROUND COVER TYPE	HAZARD TREES			EROSION		
	Dist	Dist	Dist	Dist	Dist	Dist
<input type="checkbox"/> Dist				Washout		
<input type="checkbox"/> Other				Steps		
<input type="checkbox"/> Dist CONC				Infrastructure		
<input type="checkbox"/> Other						

NOTES: \_\_\_\_\_

Segment No: \_\_\_\_\_ Segment Distance: \_\_\_\_\_

GROUND COVER TYPE	HAZARD TREES			EROSION		
	Dist	Dist	Dist	Dist	Dist	Dist
<input type="checkbox"/> Dist				Washout		
<input type="checkbox"/> Other				Steps		
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NOTES: \_\_\_\_\_

Segment No: \_\_\_\_\_ Segment Distance: \_\_\_\_\_

GROUND COVER TYPE	HAZARD TREES			EROSION		
	Dist	Dist	Dist	Dist	Dist	Dist
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NOTES: \_\_\_\_\_

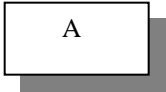
Scale: 1:1000 1:2000 1:3000 1:4000 1:5000 1:6000 1:7000 1:8000 1:9000 1:10000

DATE: 01 - 24 - 00

TIME: 11:00AM - 12:00pm

**TRAIL DELINEATION**

Cross-Section for Trail



Additional Comments: 2" of rain last night

Total Distance: 0 - 1,275'

0 to 100 feet • \_\_\_\_\_ •  $\overset{E2}{\bigcirc}$  • \_\_\_\_\_ • \_\_\_\_\_

100 to 200 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

200 to 300 feet • \_\_\_\_\_ • \_\_\_\_\_ •  $\overset{T135}{\bigcirc}$  • \_\_\_\_\_

300 to 400 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

400 to 500 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

500 to 600 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

600 to 700 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

700 to 800 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

800 to 900 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

900 to 1000 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

1000 to 1100 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

1100 to 1200 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •  $\overset{\text{End 1,275'}}{*}$  \_\_\_\_\_

1200 to 1300 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

1300 to 1400 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

## **Form a Management Plan:**

Once the inventory is complete a management plan can be formed. The management plan should be compiled using the initial goals, use plans, economic factors, and inventory data. The comprehensiveness of the plan depends on time, money, and data collected. Not all trails need multi-million dollar management plans; some may only require a volunteer cleanup and maintenance day once per year. This is why the formulation of trail goals before the inventory data collection is so important. Do not waste time and effort doing things that are not part of the initial goals. If all the initial goals are met in the management plan then you have done your job!



**FOREST PARK TRAIL INVENTORY**

Page # \_\_\_\_\_

Date: \_\_\_\_\_ Survey Team Initials: \_\_\_\_\_ Weather: \_\_\_\_\_ Groundcover: \_\_\_\_\_

Trail Name: \_\_\_\_\_

Segment No.: \_\_\_\_\_ Segment \_\_\_\_\_

<p style="text-align: right;"><b>TYPE</b></p> <input type="checkbox"/> Soil <input type="checkbox"/> Grass <input type="checkbox"/> Bit. Conc. <input type="checkbox"/> Other	<p style="text-align: center;"><b>HAZARD TREES</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Severe</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Moderate</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Low</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Down</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Severe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="text-align: center;"><b>EROSION</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Washout</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Slope</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Infrastructure</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Washout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Segment No.: \_\_\_\_\_ Segment Distances: \_\_\_\_\_

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Tree Size Key: A=1-6' B=7-12' C=13-24' D=25-36' E=36'+

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

### TRAIL DELINEATION

Cross-Section for Trail



Additional Comments: \_\_\_\_\_

Total Distance: \_\_\_\_\_

0 to 100 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

100 to 200 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

200 to 300 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

300 to 400 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

400 to 500 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

500 to 600 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

600 to 700 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

700 to 800 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

800 to 900 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

900 to 1000 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

1000 to 1100 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

1100 to 1200 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

1200 to 1300 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •

1300 to 1400 feet • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ •