TREE CONSERVATION PLAN CHECKLIST

The tree survey, tree protection and/or tree replacement plan may be combined on a single sheet in a set of site development drawings submitted for review by the City of Hapeville. However, if the size of a proposed development site is large and an extensive amount of information needs to be conveyed, the tree plans may be submitted as separate drawings along with the Site Development Plans.

All tree conservation plan(s) submitted for review shall include the items listed below, as applicable. The City of Hapeville reserves the right to revise this checklist periodically as needed. A copy of this annotated checklist must be presented along with submittal of final tree plans for permitting. Additional information may be requested by City staff as required on a case-by-case basis. Additional review/comment may be necessary upon receipt of the information as indicated below.

General Requirements:

_____ 1. Plans prepared, stamped and signed by a Georgia registered Landscape Architect
_____ 2. Site area, plan scale, and magnetic north arrow.
_____ 3. Boundary survey/Property lines with topographic information, building setbacks, street/road rights-of-way, all applicable utility locations, and easements.
_____ 4. Name, address, and phone numbers of the owner/developer of the land, land surveyor, landscape architect, arborist, and/or civil engineer.
_____ 5. 24-hour emergency contact name and phone number.
_____ 6. Title block showing project name, Land Lot(s) and District locations.
_____ 7. Site location map.
_____ 8. Total site acreage, acreage of disturbed area, and limits of proposed land disturbance.
_____ 9. Provide calculations showing compliance with the Density Factor using the following formula (See example below):

Acreage x 100 Inches = Required Inches per Acre
Example: 1.2 Acres x 100 Inches = 120 Inches Required

The density factor shall be achieved through any combination of the following:

- counting existing Trees (inches measured at DBH) to be preserved with no impact to CRZ
- planting new Trees (minimum 2" Caliper) for lots that do not have the required 100 inches per acre

_____ 10. If applicable to this project, reference the zoning case number and date, and compliance with zoning stipulations/conditions as required by City Council. Stipulations related to tree plan must be listed on the plan.

_____ 11. The locations of any state waters - with associated buffers and the limits of any proposed disturbance

_____ 12.Other comments:

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<u>Tree Conservation Plan</u>:

_____ 1. Surveyed locations of all landmark-sized trees and their critical root zones (CRZ) labeled; inventoried by size, genus & species; and numbered on chart to correspond to tree numbers shown on plan. Show chart on plan.

_____ 2. Plan must show all existing trees 6" dbh or greater that are to be counted toward meeting density requirements; inventoried by size and species.

_____ 3. Locations of all landmark trees or stands of trees, and an indication whether they are to be removed or preserved. Minimum Size Criteria:

a. **27 Diameter at Breast Height (DBH)** - Oak, Beech, Ash, Blackgum, Sycamore, Hickory, Maple (does not include Silver Maple), Pecan, Walnut, Magnolia (does not include Bigleaf Magnolia), Persimmon, Sourwood, Cedar, Cypress or Redwood

b. **30 Diameter at Breast Height (DBH)** - Tulip Poplar, Sweet Gum, River Birch, Silver Maple or Pine

c. **10-inch Caliper at DBH** - American Holly, Dogwood, Redbud or other genus as determined by the City Arborist such as Bigleaf magnolia

_____ 6. Critical root zones (CRZs) of landmark trees are to be represented on the plan by a circle corresponding to the size of the CRZ, with a radius equal to 12x the diameter of the tree trunk.

_____ 7. No construction activity within the CRZs of preserved trees. CRZ must be free of any cut, fill, impervious cover or trenching activity.

_____ 8. Show all tree protection fence locations. Silt fence and other erosion control devices should not be located within tree save areas.

_____ 9. Show tree protection fence detail.

_____ 10. Note/graphically indicate the locations of staging areas for parking, materials storage, concrete washout, debris burn, tub grinding, and burial holes on the Tree Plan (i.e. outside of any tree save areas).

_____ 11. The locations of existing and proposed improvements on commercial sites that may affect tree preservation zones including, but not limited to, structures, driveways, paving, cut and fill areas, detention/stormwater quality ponds, buffers, utility lines/easements (underground and overhead), and easements (storm drainage and sanitary sewer).

_____ 12. Landmark tree report prepared by ISA Certified Arborist, or registered forester. Report must include and/or accompany a site plan with locations of landmark trees, accurate size, genus & species, description of tree's condition, photographs to illustrate defects. (Digital format acceptable.)

_____ 13. This plan does not meet the spirit and intent of the City's Tree Conservation Ordinance. Discuss design alternatives with staff. Subject to further review and comment.

_____ 14. Other comments:

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Tree Replacement Plan:

_____ 1. Include chart for landmark-sized trees ***not in landmark condition*** that are removed with no recompense requirement. Trees numbered on chart must correspond to trees numbered in field.

_____ 2. Include chart for landmark-sized trees ***in landmark condition*** that are removed. Trees numbered on chart must correspond to trees numbered in field. ***Inch for inch replacement is required*** - use 4" cal. trees of comparable species at a rate equal to the inches (DBH) of the landmark tree removed.

Example: 32" DBH Oak / 4" = 8 (4" caliper) Oak Trees to be Planted

_____ 3. Show calculations for total inch for inch landmark tree replacements

_____ 4. Locations of all trees to be planted on site to meet density requirements.

_____ 5. Locations of all tree protection areas and tree protection fencing.

_____ 6. Replacement trees must be ecologically compatible with site. Replacement trees shall be of same or similar species as those trees removed when practical.

_____ 7. Trees proposed for replanting should be a species selected from the tree species list shown in Appendix A. Use of a species not shown on list is subject to approval by City staff.

_____ 8. Plant schedule/list showing the type of tree/plant material (common and botanical name), size, quantities, inch per tree, total inches, percent genus (not species), and the following planting notes:

a. All deciduous trees (does not include multi-trunk trees) to have straight, single leader, Healthy, Good Form

b. All deciduous trees (multi-trunk) to have a minimum of 3 equal size trunks, Healthy, Good Form

c. All evergreen trees to be Full to Ground, Healthy, Good Form

_____ 9. Replacement tree planting within utility, storm drainage, sanitary sewer, or other types of easements is not acceptable. (Understory trees acceptable to Utility Company are allowed where there are existing overhead power (OHP) lines along road frontages)

_____10. Locations of all required undisturbed buffers, landscape strips, and landscape buffers. Permanent structures are not permitted in landscape strips/buffers (i.e. storm drainage structures, light fixtures, monument signs, etc.).

_____ 11. When **fewer than 10 trees** are proposed for replanting, **one species** may be specified.

_____ 12. When **10 to 50 trees** are proposed for replanting, a minimum of **3 species** of trees is required, with no one genus representing more than 30% of the total required replacement inches.

_____ 13. When **more than 50 trees** are proposed for replanting, a minimum of **5 species** of trees is required, with no one genus representing more than 30% of the total required replacement inches.

_____ 14. When 10 or more trees are to be planted, no single genus shall represent more than 30% of the required replacement inches. Show genus cap percentage on planting schedule.

_____ 15. Position parking lot trees to achieve maximum shading effect. Discuss the placement of trees to achieve greater energy conservation.

_____ 16. Show parking lot striping on the tree replacement plan.

_____ 17. Parking areas with 5 or more spaces require parking lot trees. Provide graphic representations/calculations for the following:

a. A sufficient number of 3" Caliper (minimum) Trees must be planted in interior portions of parking lots so that no parking space is more than fifty (50) feet from a parking lot Tree. Show a fifty-foot radius dashed circle for each Parking Lot Tree on Tree Replacement Plan to verify graphically. (See Appendix B).

b. Up to 20% of Parking Lot Trees may be planted along the perimeter of the parking lot.

c. Landscaped islands shall terminate each row of parking and all landscaped islands planted with Trees shall provide a minimum of 200 sf per Tree.

d. Light poles are not permitted in parking lot islands, peninsulas and medians unless they are a minimum of 20' from any planted Tree (See Appendix B).

_____ 19. Parking lot trees must be minimum 3” caliper and of a minimum height commensurate with species appropriate horticultural standards.

_____ 20. Parking lot lighting/light pole locations/underground electric lines should not be in conflict with tree planting areas. Light poles are not permitted in parking peninsulas, islands and medians where parking lot trees are proposed. Show light pole locations on tree replacement plan.

_____ 21. Minimum 50% of total replacement inches shall be overstory trees.

_____ 22. Show planting and staking details.

_____ 23. Note type of irrigation to be used.

- If hand-watering, show locations of hose bibs, water faucets, or quick couplers that will be used for this purpose.
- If an automatic irrigation system is proposed, provide note on plans.

_____ 24. This plan does not meet the spirit and intent of the City’s Tree Conservation Ordinance. Discuss design alternatives with staff. Subject to further review and comment.

_____ 25. Other comments:

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Tree Conservation Plan Notes:

- The inches per acre shown on the Tree Preservation and/or Replacement Plan(s) must be verified prior to the issuance of the Certificate of Occupancy. Contact the City of Hapeville at 404-669-2120 to arrange a Site Inspection.

- All Tree Protection Devices must be installed and inspected prior to start of any Land Disturbing activity and shall be maintained until final landscaping is installed and Certificate of Occupancy is issued. Contact the City of Hapeville for an inspection.

- The site contractor shall coordinate service routing of all gas, telephone, and electrical lines with the appropriate utility company. All construction must comply with each utility's standards and specifications and not interfere with tree planting sites or existing trees to be preserved.

- Tree protection and replacement shall be enforced according to the City of Hapeville standards. Any field adjustments to tree protection device types or locations or substitutions of plant materials shown on the approved plans are subject to the review and approval of the City.

- All buffers shall be replanted to buffer standards where sparsely vegetated or where disturbed. Replantings are subject to City of Hapeville approval.

- A Maintenance Inspection of Trees will be performed after one (1) full Growing Season from the date of the Final Construction Inspection. Project Owners at the time of the Maintenance Inspection are responsible for Ordinance Compliance.

- Label at least one tree of each variety with a securely attached water-proof tag bearing legible designation of Botanical and Common Name.