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| Attention To/ Contact _____      | Phone _____ | Email _____ |
| Project Name: _____              |             | LDP # _____ |
| **To be completed by applicant** |             |             |

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|-----------------------------------|------------------------------|---------------------------------------------------------------------------------|---------------------|
| 1 <sup>st</sup> Review _____      | 2 <sup>nd</sup> Review _____ | 3 <sup>rd</sup> Review _____                                                    | Date Approved _____ |
| Reviewer: <u>David Shostak</u>    | Phone: <u>(678) 297-6229</u> | Email: <a href="mailto:dshostak@alpharetta.ga.us">dshostak@alpharetta.ga.us</a> |                     |
| **To be completed by City Staff** |                              |                                                                                 |                     |

|                        |                       |                       |                       |
|------------------------|-----------------------|-----------------------|-----------------------|
| Eligible for one-stop: | 1: YES _____ NO _____ | 2: YES _____ NO _____ | 3: YES _____ NO _____ |
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## STANDARD SUBMISSION REQUIREMENTS: TREE CONSERVATION, LANDSCAPE AND BUFFER REQUIREMENTS ORDINANCE (ARTICLE III SECTION 3.2)

**This completed and annotated checklist MUST be provided with plans prior to any review.**

### A. \_\_\_\_\_ Tree Survey

1. \_\_\_\_\_ Provide a tree survey including **ALL** specimen trees located on the property. All trees must be measured at Diameter at Breast Height (DBH: 4.5 feet above the ground line). Multi-stem trees must be measured at the most narrow point below the fork but at least 6" above the ground line. For multi-stem trees also include the individual stem measurements listed in parenthesis.
2. \_\_\_\_\_ Include **ALL** existing non-specimen "landscape trees" (including street trees, parking lot trees, etc.), trees that will count towards the existing density or other requirements, and trees along the LOD measured at DBH.
3. \_\_\_\_\_ Include trees of quality and tree groupings or groves of trees that warrant protection or preservation based upon size, condition, special interest, character, etc.
4. \_\_\_\_\_ Include all boundary trees and specimen trees (overstory and understory) within 30 feet of the property line or limits of disturbance even if on adjacent properties. (This is in no way an authorization to trespass.)
5. \_\_\_\_\_ Specimen trees, trees of quality, and tree groupings **MUST** be flagged and labeled with a numbered tag in order to be located out in the field (including those on adjacent properties if access is granted).
6. \_\_\_\_\_ The tree survey must be prepared by, dated, sealed and signed by a registered surveyor and included in all sets of plans and submittals and be labeled in the index on the cover sheet.
7. \_\_\_\_\_ The City Arborist **MUST** receive a tree assessment report prepared by a Qualified Professional, including all specimen trees, boundary trees, trees of quality, tree groupings, and landscape trees prior to **ANY** review.

Notes, details and checklists may be found at [www.alpharetta.ga.us](http://www.alpharetta.ga.us) in the resources section

- 8.\_\_\_\_\_ Include photographs of all fair to poor condition trees showing any defects that may reduce the quality of a tree.
- 9.\_\_\_\_\_ The tree assessment report **MUST** address whether or not a tree is worth incorporating into the design based upon condition, form, structure, or location.
- 10.\_\_\_\_\_ This report must include reference numbers used on field tags. Numbers noted on survey, plans, trees, and arborist report **MUST ALL** match.
- 11.\_\_\_\_\_ The complete report and/or a summary table detailing the condition of the surveyed trees **MUST** be included in the plan set.
- 12.\_\_\_\_\_ If no trees exist on the site, provide note, "No existing trees on the site."

**B. \_\_\_\_\_ Specimen, Landscape, and Boundary Trees**

- 1.\_\_\_\_\_ An alternate design **MUST** be submitted that conserves and incorporates specimen trees, trees of quality, tree groupings, boundary trees, and landscape trees. **Tree survey and Arborist assessment is NOT a recompense calculator.**
- 2.\_\_\_\_\_ If a specimen tree, tree of quality, tree grouping, boundary tree, or landscape tree cannot be incorporated into the design a hardship justification **MUST** be provided on the plans.
- 3.\_\_\_\_\_ Show the Critical Root Zone (CRZ) of **ALL** existing Trees to be saved (1.3 feet X inches DBH = radius in feet) on the Tree Protection, Landscape, Erosion Control, Grading, and Demolition sheets.
- 4.\_\_\_\_\_ Label dimension of all CRZs on the Tree Protection sheets.
- 5.\_\_\_\_\_ If encroachment is allowed (no greater than 20%) within the CRZ of trees to be conserved provide the percent encroachment on the Tree Protection sheets.
- 6.\_\_\_\_\_ If removal or encroachment above 10% is proposed within the CRZ of a Boundary tree an agreement per section 3.2.6.2.b between the owners will be provided and included in the plan set.
- 7.\_\_\_\_\_ All specimen trees, trees of quality, tree groupings, boundary trees, and landscape trees to be removed **MUST** be marked with an "X" on the Tree Protection, Initial Erosion Control, and Demolition sheets.

**C. \_\_\_\_\_ Tree Care and Maintenance Plan (MUST be submitted by second submittal)**

- 1.\_\_\_\_\_ A Tree Care and Maintenance plan shall be developed specifically for every tree that warrants care due to the changes in site conditions. As well as basic tree care for the new trees.
- 2.\_\_\_\_\_ This plan shall be drafted by a Certified Professional and include tree protection and care prior to, during, and throughout construction and for 2 years after issuance of a certificate of occupancy (CO).
- 3.\_\_\_\_\_ The tree care plan **MUST** be pre-paid prior to the opening of the site. Provide City Arborist with proof of prepayment before scheduling the initial inspection.
- 4.\_\_\_\_\_ The plan shall be developed around the realistic timelines for implementation. Timeframes can be stated as "prior to construction", "within 2-weeks start of construction", or during a specific season or month during the year, etc.

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- 5.\_\_\_\_\_ The current owner must provide for access to the trees throughout the duration of the tree care plan, including, if the property ends up under new ownership.
- 6.\_\_\_\_\_ The plan shall include, but not be limited to: canopy and root pruning, compaction reduction, root treatments, fertilization, fungicide/insecticide treatments, watering, and lightning protection. Please make sure to include the pruning of limbs and roots at the limits of disturbance or that overhang the site that may be ripped or torn during demolition and grading.
- 7.\_\_\_\_\_ The tree care plan shall include, as needed, demolition and construction oversight when work is required within the CRZ of trees.
- 8.\_\_\_\_\_ The watering schedule shall include supplemental watering for existing trees and a watering plan for new trees when they arrive on site until establishment. This can include hand watering, use of watering bags, irrigation timing, etc. Reference the location of the watering schedule on the landscape sheet.
- 9.\_\_\_\_\_ Every plan shall include a monitoring program where the Certified Professional will assess the tree(s) for evidence of wood boring and other insect infestations, diseases and pathogen infestations, mechanical damage, etc.
- 10.\_\_\_\_\_ Include a note on the Tree Care and Maintenance plan stating "In the event that there are any changes to the health and or condition of the tree(s) that warrant additional tree care a new plan will be provided to the City Arborist.
- 11.\_\_\_\_\_ Include a note on the Tree Care and Maintenance plan stating "The City Arborist must be notified within one week of completion of any tree care item as well as periodic updates. Proof of completion must be submitted to City Arborist in order for a CO to be issued."

**D. \_\_\_\_\_ Tree Protection and Limits of Disturbance Fencing**

- 1.\_\_\_\_\_ Clearly show all tree protection fence locations on the Tree Protection, Erosion Control, Grading, and Demolition plans.
- 2.\_\_\_\_\_ Provide tree save fence: Type "B" wire-backed with metal stakes and signage around CRZ of specimen trees and Type "C" orange mesh with metal stakes at all other locations. Type "A" orange mesh with wooden posts will have limited use. Chain link fence may be required for extra protection in some areas. See detail STD. L-6 for approved types of fencing.
- 3.\_\_\_\_\_ Provide Type "B" wire-back tree save fence and metal posts along all buffers.
- 4.\_\_\_\_\_ Tree protection fencing MUST protect the entire CRZ of specimen trees or to the greatest extent possible as approved by the City Arborist.
- 5.\_\_\_\_\_ Orange fencing or a type approved by the City is required to delineate the project LOD to keep pedestrians out of construction zones.
- 6.\_\_\_\_\_ Show the Structural Root Plate (SRP) of all "existing trees to be saved" along the limits of disturbance (.5 feet X inches DBH = Radius in feet) on the Tree Protection and Grading sheets. Tree protection fence must be shown at the edge of the SRP or beyond to receive density credits for these trees.

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- 7.\_\_\_\_\_ Use callouts or differing line types to denote tree save fence type and note stop and start locations. Tree fence should be labelled "A", "B", or "C" per detail STD. L-6 or labelled "Tree Save Fence", "Wire Back Tree Save Fence", etc.
  - 8.\_\_\_\_\_ Provide measurements from known points to the tree protection fencing on the Tree Protection and Initial Erosion Control sheets (these sheets must show existing conditions). Known points should manholes, property corners, utilities, structures, numbered trees with tags, etc., on the inside or outside of the LOD. These measurements will be used to verify the location of the tree save fence during the initial inspection. If these field measurements do not match the plans or trees are not tagged the tree fence will not be approved.
  - 9.\_\_\_\_\_ When the grading plan calls for filling along the LOD consider using a non-trenched in erosion control instead of silt fence in these areas.
  - 10.\_\_\_\_\_ Make sure the activity schedule shows ONLY the installation of tree save/LOD fencing as the first item to be completed prior to starting anything else.
- E. \_\_\_\_\_ Tree Planting and Landscaping (Sections 3.2.7 and 3.2.8)**
- 1.\_\_\_\_\_ All landscape plans **MUST** be prepared by a licensed and registered Landscape Architect in the State of Georgia. Tree only plans may be prepared by a Qualified Professional.
  - 2.\_\_\_\_\_ Provide a complete landscape plan including all tree replacements, entrance landscaping, buffer plantings, required landscape strips, streetscapes, etc. This plan should include trees, shrubs, ground cover, mulch, seasonal color, hardscapes, etc. This shall be the plan that is expected to be planted.
  - 3.\_\_\_\_\_ Landscape plans **MUST** be coordinated with the surrounding properties to incorporate similar plant material and eliminate conflicts with existing plants and utilities.
  - 4.\_\_\_\_\_ Provide site density calculation of 130 inches per acre for all property types.
  - 5.\_\_\_\_\_ An alternate site density calculation may be provided for single family detached ('For-Sale' residential lots) calculated at a 30% canopy coverage per lot. Please see Arborist Guidance Document for explanation.
  - 6.\_\_\_\_\_ 100% of the tree density **MUST** be met on site with existing or new trees.
  - 7.\_\_\_\_\_ Provide specimen tree recompense summary. **Recompense is in addition to all other tree requirements.** Recompense plantings **MUST** be provided at 3 times the inches removed and should be native and of a similar species.
  - 8.\_\_\_\_\_ No more than 25% of the trees planted on any site shall be the same GENUS.
  - 9.\_\_\_\_\_ No less than 50% of the trees planted on any site shall be native.
  - 10.\_\_\_\_\_ No less than 40% of the trees planted on any site shall be overstory trees.
  - 11.\_\_\_\_\_ No less than 40% of all landscaping planted on any site shall be native unless approved by City Arborist.
  - 12.\_\_\_\_\_ Provide above percentages on landscape sheets. These numbers are based on the total number of plants.

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- 13.\_\_\_\_ Provide plant schedule: Include botanical and common name, cultivar, caliper, height, quantity, required percentages and totals for each genus and/or species (separate columns are required for density and recompense trees).
- 14.\_\_\_\_ Crape myrtles used for tree credit must be single stem standards listed as 9-10 foot tall minimum for 2-inch caliper credit. Cultivar must be indicated.
- 15.\_\_\_\_ Evergreen trees used for density credit must be shown as a minimum height of 9-10' for 2-2.5" caliper credit, 11-12' for 3" caliper credit, and so on.
- 16.\_\_\_\_ Provide required parking lot landscaping per section 3.2.8.C.
- 17.\_\_\_\_ Trees planted at the head of a parking space must be aligned with the striping.
- 18.\_\_\_\_ Provide required landscape strip and street-scape plantings per section 3.2.8.D. Designs shall not be monoculture's and exclusive of utilities and easements.
- 19.\_\_\_\_ Provide sight distance lines as required by Transportation Engineer on Landscape Plans to eliminate conflicts. Coordinate with design Engineer.
- 20.\_\_\_\_ Area and volume of the parking lot islands must be labelled on the site plan.
- 21.\_\_\_\_ Parking lots, detention ponds, dumpsters, utility and paved areas **MUST** be screened per section 3.2.8.E. Please list plant dimensions (height and spread) not container size for required shrubs on plant schedule.
- 22.\_\_\_\_ Pine trees or Leyland cypress are **NOT** allowed by the City Arborist for tree replacement credit or for evergreen screening requirements.
- 23.\_\_\_\_ Check with City Arborist for prohibited trees such as red maples or zelkova in parking lots, no ash trees, and limit the use of lacebark elms.
- 24.\_\_\_\_ Recompense to be provided on-site: Graphically highlight/shade symbols for specimen recompense trees on the plans. (**Recompense trees are in addition to required density and all other code requirements**).
- 25.\_\_\_\_ Trees planted for specimen recompense **MUST** be at least 4" caliper deciduous or 13-14' tall evergreen/conifers.
- 26.\_\_\_\_ Alternate methods of recompense **MUST** be approved by City Arborist (hardship only) prior to plan approval and sign off.

F. \_\_\_\_ **Utilities**

- 1.\_\_\_\_ Utilities are **NOT** allowed in required tree islands or planting areas. Locate all Light Fixtures, Water Lines, Fire Hydrants, etc. outside of these areas.
- 2.\_\_\_\_ Show all landscape, street, and parking lot lighting on landscape plans. Conflicts between trees and lights, current and future, shall be avoided. Light locations **MUST** match **ALL** plans submitted to the Building Department.
- 3.\_\_\_\_ All overhead and underground utility lines and easements (existing and proposed) must be shown on the Landscape plan. Species used under overhead lines must meet the Utility provider's specification and be approved by utility provider and City Arborist. It is preferable to relocated all utilities underground.

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- 4.\_\_\_\_\_ Label all drainage and sewer easements, including private easements on the Landscape plan. No trees shall be planted in easements, unless approved by the City Arborist and utility provider.
- 5.\_\_\_\_\_ Label all storm water management facilities including the 10' pond access easement on the Landscape plan. No trees shall be planted in easements.
- 6.\_\_\_\_\_ ALL utility locations MUST be coordinated with the landscaping. It is recommended to have the plans reviewed and approved by the utility providers during the plan review process. Provide City Arborist with proof of communication and/or approvals.

G. \_\_\_\_\_ **Details:**

- 1.\_\_\_\_\_ Provide city planting and anchoring details STD. L-1 to STD. L-4, and STD. L-7.
- 2.\_\_\_\_\_ Provide city tree planting in parking lot detail STD. L-5 and reference the location of this detail on the grading sheet.
- 3.\_\_\_\_\_ Provide city tree protection detail STD. L-6 and STD. L-9.
- 4.\_\_\_\_\_ Provide city detail STD. L-8 for root barrier and manufacturers detail(s) when existing trees or planted trees are within 10' of existing or proposed City owned and maintained hardscapes or when indicated by City Arborist. Note on the Landscape Sheet the length and locations of root barrier installation.
- 5.\_\_\_\_\_ Remove all references in non-city details and comments to installing wire tree guys, turnbuckles, etc. Use fabric ties as approved by Arborist.
- 6.\_\_\_\_\_ Provide Florida tree grading, pruning, and other cue cards as required.
- 7.\_\_\_\_\_ Provide other details or notes as requested by the City Arborist.

H. \_\_\_\_\_ **Provide the following notes on the Tree Protection, Grading, Erosion Control, and Demolition sheets in bold letters:**

- 1.\_\_\_\_\_ If there are inconsistencies between any items on these plans the more strict interpretation of those requirements shall be followed. Please contact the City Arborist for any interpretation.
- 2.\_\_\_\_\_ Prior to the tree save fence inspection provide the City Arborist with proof of pre-payment of the required tree care plan to a reputable tree care company.
- 3.\_\_\_\_\_ Tree save fence and signage for entire site must be installed, inspected and approved prior to installation of erosion control measures. No land disturbance or demolition is allowed before this inspection and approval has occurred.
- 4.\_\_\_\_\_ The CRZ of Specimen Trees plus all buffers shall be protected with wire-back tree save fencing with metal support posts or chain link and Tree Save signage.
- 5.\_\_\_\_\_ Installation of the tree save fence will involve no trenching.
- 6.\_\_\_\_\_ All existing trees identified for preservation or found within tree save areas must be fully protected during all phases of this project.
- 7.\_\_\_\_\_ Additional trees along the limits of disturbance with encroachment into the SRP and deemed structurally unsafe by the City Arborist or the Project Arborist may be required to be removed prior to CO.

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- 8.\_\_\_\_ All roots encountered 1/2" or greater during grading or excavating operations shall be clean cut under the direction of an ISA Certified Arborist.
  - 9.\_\_\_\_ Any limbs overhanging the LOD that may be ripped, torn, or damaged during construction SHALL be properly pruned under the direction of an ISA Certified Arborist.
  - 10.\_\_\_\_ It is the owner's responsibility to maintain the vegetation and remove trash and debris around the perimeter of the project, even if within the public ROW, in accordance with the City of Alpharetta Property Maintenance Codes.
  - 11.\_\_\_\_ All approved revisions to the location of the tree save fence need to be coordinated with the land disturbance inspector prior to relocation.
- I. \_\_\_\_ Provide the following note on the Landscape plan and Utility plan:
- 1.\_\_\_\_ **ALL TREES MUST BE PLANTED OUTSIDE OF ANY UTILITY EASEMENTS, UNLESS APPROVED BY THE CITY ARBORIST OR UTILITY PROVIDER.** Make sure this note is bold and in a prominent place near utilities. This pertains to **ALL** utilities (water, sewer, gas, fiber optic, electric, etc.).
- J. \_\_\_\_ Provide the following notes on the Landscape Plan:
- 1.\_\_\_\_ The City Arborist must inspect the site before installation of erosion control measures. Land disturbance without a site inspection and approval by the City Arborist will result in a "Stop-Work Order" and fines.
  - 2.\_\_\_\_ If tree survey inaccuracies are found on-site, a stop work order will be issued until revised plans are approved and processed based on accurate information.
  - 3.\_\_\_\_ Design Landscape Architect or Project Arborist will inspect, verify, and approve the landscape has been planted per the approved plans and city standards prior to contacting the City Arborist for a CO inspection.
  - 4.\_\_\_\_ Trees agreed upon to be saved are the responsibility of the owner.
  - 5.\_\_\_\_ A 4" layer of mulch is required for the CRZ of Specimen Trees, Trees of Quality, and Tree Groupings. Mulch must be applied prior to start of construction and shall not touch the trunks of the tree(s).
  - 6.\_\_\_\_ A minimum 2" layer of mulch is required for all existing, non-specimen, landscape trees, including street and parking lot trees. Mulch must be applied prior to start of construction and shall not touch the trunks of the tree(s).
  - 7.\_\_\_\_ All mulch must be organic mulch consisting of wood chips, shredded bark, pine needles, or similar. Synthetic mulch or rocks are not approved for use in the City of Alpharetta.
  - 8.\_\_\_\_ All newly planted trees shall have visible root flares at finished grade. No circling roots shall be allowed on planted trees. The upper two rings of the wire basket, all burlap, and strapping **MUST** be cut and removed prior to backfill.
  - 9.\_\_\_\_ Plant sizes (caliper and height) **MUST** match the sizes shown on the plans. Plants that do not meet these minimums will not be accepted. E.g. 3 inch caliper trees must be 3 inches or larger. Plant height measurement is taken at the top of the main body of the plant and not at the tip of the topmost growth.

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- 10.\_\_\_\_ All newly planted trees shall be equivalent in quality to a Florida #1 grade or better. All trees of lesser quality shall be rejected by the City Arborist.
- 11.\_\_\_\_ Watering bags or a drip irrigation system **MUST** be provided for all trees immediately after planting and remain through establishment.
- 12.\_\_\_\_ When watering bags are used manufacturers recommendations **MUST** be followed for proper sizing and watering schedules. Bags will be filled weekly by owner and during droughts for a minimum of 18 months after installation.
- 13.\_\_\_\_ **NO TRENCHING ALLOWED IN TREE SAVE AREAS- INCLUDING IRRIGATION.**
- 14.\_\_\_\_ Tree pit drainage testing is required when trees are planted in parking lot islands, sidewalk tree pits, roadway medians, or similar locations. Please refer to City Details regarding planting pit or landscape island construction. Fill each pit with water. If percolation is less than 100% within a 12 hour period, use an auger to drill a 10" inch hole to a depth of four feet below the bottom of the pit. Fill hole with drainage gravel and cover with a soil separator. Retest pit. If drainage is still unsatisfactory, City Arborist and Project Arborist must be notified in writing of the locations with poor drainage to provide a solution before planting. Testing results must be provided to the City Arborist.
- 15.\_\_\_\_ All buffers shall be planted where sparse and code required screening shall be installed in order to create a year round opaque screen within 2 years of construction or as directed by the City of Alpharetta. During construction or at the time of CO the City may require additional plantings to meet these requirements above what is shown on the approved landscape plan.
- 16.\_\_\_\_ All tree anchoring devices shall be removed from tree after one complete growing season or one year after planting, whichever is greater.
- 17.\_\_\_\_ Property owner shall be responsible for the care and maintenance of the trees and landscaping that front their property within the ROW.
- 18.\_\_\_\_ Landscape contractors are required to attend the City of Alpharetta Pre-Construction class prior to beginning work on any project. Please call (678)297-6070 for information and to reserve a spot.
- 19.\_\_\_\_ **NO TREES SHALL BE PLANTED ON ANY AREA OF AN EARTHEN DAM OR EMBANKMENT.** Make sure this note is bold and located in a prominent place near the dam.

**K. \_\_\_\_\_ Additional Requirements**

- 1.\_\_\_\_ Provide Zoning Conditions on plans and provide site plans, including trees and landscaping plans to Arborist.
- 2.\_\_\_\_ Provide Design Review Board comments and requirements on plans and provide any site plans submitted to and approved by DRB to Arborist.

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