

Arborist Checklist For New Construction

Project Name: _____
Project Contact _____ Email _____
Date Received: _____

A. _____ Tree Survey

1. _____ Provide tree survey including overstory and understory Specimen Trees located on the property. All trees must be measured at Diameter at Breast Height (DBH) which is 4 feet above the ground line. Tree Survey must be prepared by, dated, sealed and signed by a registered surveyor. An inaccurate survey will create delays in plan review and possible permit revocation.
2. _____ Tree Survey must also include all existing Specimen Trees and those trees greater than 20 inches DBH on adjacent properties within 20 feet of the property line or limits of disturbance.
3. _____ Tree Survey must be included in all final sets of permitted plans.

B. _____ Specimen Trees

1. _____ An alternate design must be discussed with arborist that preserves Specimen Trees.
2. _____ Show the Critical Root Zone (CRZ) of the existing Specimen Trees to be saved (1.3 feet X inches DBH = radius in feet) and the tree protection fence at the edge of the CRZ on the Tree Protection, Landscape, Erosion Control, Grading, and Demolition plans. Label dimension of all CRZs and distances from trees to tree protection fence.
3. _____ Provide note on the Tree Protection, Landscape, Grading, Erosion Control, and Demolition plans: **“The CRZ of Specimen Trees plus all stream buffers shall be protected with wire-back tree save fencing with metal support posts and Tree Save signage. Installation of the tree save fence will involve no trenching”**.
4. _____ For Specimen Trees to be saved, a specimen tree care and maintenance plan will be required if any disturbance is proposed within the CRZ. The Specimen Tree Care plan will be developed specifically for each individual Specimen Tree. The plan shall be drafted by a Certified Professional and include tree protection and care prior to starting, during, and throughout construction and for 2 years after issuance of a certificate of occupancy (CO). The plan shall include, but not be limited to: pruning, compaction reduction, root treatments, fertilization, fungicide/insecticide treatments, and lightning protection. The plan shall be developed around reasonable timelines for implementation, which will be stated in the plan.

C. _____ Tree Protection

1. _____ Clearly show all tree protection fence locations at the limits of disturbance on the Landscape, Tree Protection, Erosion Control, Grading, and Demolition plans. To receive the EDF credits all tree protection areas and fencing must be shown.
2. _____ If demolition is occurring, developer must provide a separate Demolition plan that clearly shows tree protection during the demolition process.
3. _____ Provide tree save fence: Wire-backed with metal stakes and signage around CRZ of specimen trees and Orange mesh with metal stakes at all other locations. Chain link fence may be required for extra protection in some areas.

4. _____ Provide the following note on the Tree Protection, Landscape, Grading, Erosion, and Demo plans in bold letters: **“Tree save fence for entire site must be installed, inspected and approved prior to starting work.”**

D. _____ Density

1. _____ Provide site density calculation summary.
2. _____ Provide replacement density list: Include caliper, height, quantity, unit value and total value columns for each species (separate columns for density and recompense).
3. _____ Show that the percentage from any one genus equals no more than 30% of the total tree replacement. This number is based on the number of trees, not the unit values.
4. _____ Pine trees are not allowed by the City Arborist for tree replacement credit.

E. _____ Specimen Tree Recompense

1. _____ Recompense to be provided on-site: Graphically highlight/ shade the location of the specimen recompense trees. (**Recompense trees are in addition to required density trees**).
2. _____ Recompense plantings must be provided at 3 times the density removed and should be a similar species.
3. _____ Trees planted for specimen recompense will be at least 2” caliper.
4. _____ Recompense planted off-site must be approved by arborist (hardship cases only).
5. _____ Funds for Specimen recompense must be approved by arborist (hardship cases only).

F. _____ Utilities

1. _____ Label all drainage and sewer easements on the Tree Protection plan. Required trees are not allowed in easements.
2. _____ All overhead and underground electric utility lines (existing and proposed) must be shown on the tree protection plan. Species used under overhead lines must be approved by staff.

G. _____ Provide the following notes on the Landscape Plan:

1. _____ 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.
2. _____ The City Arborist must inspect and approve the site before the issuance of a Certificate of Occupancy.
3. _____ A 2 - 4” layer of mulch will be required for all existing trees. Mulch must be applied prior to start of construction. Mulch shall not be placed directly against tree trunks.
4. _____ 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, burlap, and strapping shall be cut and removed prior to backfill.
5. _____ 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.
6. _____ NO TRENCHING ALLOWED IN SPECIMEN TREE SAVE AREAS.