

## *Submittal Requirements for* **Tree Protection Plans**

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The items listed below are basic requirements to be included in the tree protection package. As each project is unique, the applicant should consult with city staff to determine exact submittal requirements. Required information may be shown on detailed grading, footing, landscape (planting), irrigation, demolition, utility, and/or architectural plans as part of the tree protection plan package.

### **Standard Plan Requirements:**

1. Clearly differentiate between existing and proposed site improvements on all plans.
2. Include preparer's name, title, license number, address, and telephone number (preparer must be a Certified Arborist, a Landscape Architect, or other qualified professional as approved by the City Manager).
3. Include project title, project address, and property owner's name.
4. Provide date of last revision, north arrow, and scale (no smaller than 1" = 20'-0"). All plans must be drawn to scale.
5. Label all property lines.
6. Show and label existing and proposed easements.
7. Label and provide width of adjacent streets, highways, access driveways, easements, and existing improvements within the public right-of-ways.
8. Prepare a staging plan showing storage location of all construction materials and equipment, and vehicular and equipment ingress and egress.

### **Trees:**

1. Identify existing trees and show exact locations to scale as follows:
  - A. All Public Trees (regardless of size)
  - B. Trees in hillside zones (HD) over 4" in diameter
  - C. Trees in all other areas over 8" in diameter
  - D. Show each trunk for multi-trunk trees
2. The tree's genus, species, and common name must be directly on the plan or keyed to a legend. Indicate whether trees are single- or multi-trunk, to be removed or retained. If symbols are used for trees, a different symbol must be used for each species.
3. Draw the Root Protection Zone and label. The Root Protection Zone is defined as the area within a circle with a radius equal to the greatest distance from the trunk to any overhanging foliage in the canopy.
4. Draw and label the Root Protection Zone of adjacent property trees if the tree is a protected tree and will be affected by the proposed site improvements.
5. For all existing trees to be retained on site clearly show the location of fencing protecting the Root Protection Zone as well as location of support poles, and access gate showing direction of swing. Fencing must be located at or beyond the Root Protection Zone. The protective fencing must be in-ground chain link and at least 5 feet in height.
6. Where mulch is required, show the mulch area and indicate mulch materials and depth.
7. On the plans, include notes or measures to maintain and/or improve the health of the protected trees. These measures may include a schedule of watering the tree(s) during construction, deadwood removal, integrated pest management and similar cultural practices.

**Utilities:**

1. Show location of proposed utility lines (above and below grade), and width, depth, and method of tunneling or digging of proposed trenches.
2. Show point-of-connection for utilities and controllers.

**Grading/Drainage:**

1. Show approximate width and location of all existing or proposed drainage easements and watercourses; indicate drainage structures.
2. Show existing and proposed contour lines.

**Structures:**

1. Outline and label all existing or proposed structures (including accessory structures such as pools, trellises, spas, fences, and walls) drawn to scale, and shown in their exact location.
2. Provide outline of all roof overhangs as dotted lines and label.
3. Indicate location, width, and depth of all trenches for footings including excavations for basements, pools, spas or any other subsurface improvement.

**Irrigation:**

Indicate location, width, depth and method of tunneling or digging of proposed trenches for irrigation lines (mainlines and lateral lines) effecting protected trees.

**Photographs:**

1. Provide photograph of protected trees that show the tree(s) form and orientation on the property, as well as the conditions on the site. Protected trees on adjacent properties that are affected by the project must also be shown.
2. Photographs must be labeled with the property address, date, and keyed to a site plan showing the viewpoint in which the photograph was taken.