

# GENERAL TREE SURVEY CHECKLIST



**Name of Project:** \_\_\_\_\_

**Date of Submittal:** \_\_\_\_\_

- Use the attached list to verify the completeness of the General Tree Survey request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Sign and complete checklist.
- Attach the completed checklist with the General Tree Survey request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

**The following checklists are not intended to be a definitive list of all information.**

- CHECK HERE IF THERE ARE NO TREES ON THE PROPERTY and SIGN AT THE BOTTOM OF THE PAGE.**
- Title block located in the lower right corner (titled as General Tree Survey) containing the proposed subdivision name with block and lot number, survey name and abstract number, space for the Town project number (provided at the time of case submittal), and preparation date
- North arrow and scale (appropriate for level of detail) – multiple pages may be required
- Property – dimensions (metes and bounds of the boundary of the site)
- Adjacent property – subdivision names, land use, and zoning
- Provide a clear L legend, if abbreviations or symbols are used
- Location and width of existing and proposed streets, alleys, right-of-way, fire lanes, and sidewalks
- Existing and proposed easements (utility, visibility, drainage, etc.)
- All existing and proposed utilities – fire hydrants, water and wastewater mains and lines with pipe sizes, valves, and manholes within and immediately adjacent to the tract
- Existing and proposed topography at five (5) foot intervals or less, including berms at one (1) foot contours with slope indicated
- Existing or proposed buildings on the property, access points on and adjacent to the property, building lines, setback and yard requirements, drive aisles, parking, and the overall areas to be disturbed (the area for which a detailed tree survey and tree preservation plan is later required)
- Identify the 100-year floodplain (in heavy line weight)
- Identify ALL tree and vegetation groupings, including individual trees that are six (6) inches and larger
- Recent (within two (2) years) photographic information is to accompany submission with sufficient data to convey which trees are to remain as they correspond to the general survey



**Preparer's Signature**

This information is intended to act as a guide, please verify with the Parks Department to confirm requirements of the zoning ordinance.