

DETAIL TREE SURVEY CHECKLIST



PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

Name of Project: _____

Date of Submittal: _____

- Use the attached list to verify the completeness of the Detailed 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 Detailed 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 ON THE SECOND PAGE.**
- Title block located in the lower right corner (titled as Detailed 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)
- Identify the 100-year floodplain (in heavy line weight)
- The location, tag code, and common name of ALL (PROTECTED AND UNPROTECTED) single-trunk trees of six (6) inches diameter or greater, measured at four and one half (4.5) feet above natural grade level, and at least twelve (12) feet high; and ALL (PROTECTED AND UNPROTECTED) multi-trunk trees having a total caliper width of six (6) inches, measured by combining the diameter of the largest stem or branch with one-half (0.5) the diameter of each additional stem or branch, all measured at four and one half (4.5) feet above natural grade level, and at least twelve (12) feet high
- All trees proposed to be removed shall be highlighted in red (BOLD)**
- All trees proposed to be transplanted shall be highlighted in green (BOLD)**
- For historic trees, include location of drip line, height, estimated age (not to be determined using invasive measures which might damage the tree) and several color .jpg photos from different angles of the tree and surrounding area.
- The location and dimensions of all existing or proposed public streets, alleys, right-of-way, and utility easements

*****List continues on Page 77*****

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

DETAIL TREE SURVEY CHECKLIST (CONT.)



- The location of all existing or proposed property lines, lot lines, building lines, setback and yard requirements, and any proposed building footprint or floor plan, and other special relationships or significant features on the proposed development plans, Final Plat, and Site Plan of the development
- Existing and proposed site elevations, grades, and major contours
- Tree protection detail and associated notes to protect a tree from damage during construction and post-construction
- The information required herein shall be summarized in legend or table form on the tree survey (see Tree Mitigation Checklist)
- Tree Mitigation Checklist, as applicable, meeting requirements found on checklists within the Town of Prosper Development Manual.
- The survey shall bear the stamp or seal of a registered surveyor relative to the location of any Protected Trees and shall bear the stamp, seal, or signature of a registered landscape architect, certified arborist, or arbor culturist relative to the specie(s) of any Protected Tree. A Detailed Tree Survey shall be prepared by or under the supervision of a landscape architect, certified arborist, or certified forester. The following shall be on the tree survey:

I _____ being a landscape architect or arborist attest that the identification and size of trees identified on this survey are correct and that all Protected Trees have been shown.

Signature: _____ Date: _____

- Any additional information as needed for clarity



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.