

# GENERAL TREE SURVEY CHECKLIST

---

---

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

**General Tree Survey information may be included on the Preliminary Plat and Preliminary Site Plan if the property contains a limited number of trees. If a site is absent of trees, a note stating that “No trees exist on this site” should be added to the Preliminary Plat or Preliminary Site Plan.**

Electronic files in pdf format need to be submitted to the Town for review. These files should accompany Planning submittals. Each set should be directly created in Adobe or similar (no scanned versions). Plans submitted to the Town for review shall include the following:

- 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
- 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
- Identify all tree and vegetation groupings
- Identify individual trees that are twenty (20) inches and larger; and
- 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
- Additional information as needed for clarity

Preparer's Signature \_\_\_\_\_