

DETAILED TREE SURVEY CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

Detailed Tree Survey information may be included on the Site Plan if the property contains a limited number of trees, but may not be included on the Final Plat. If a site is absent of trees, a note stating that “No trees exist on this site” should be added to the Final Plat or Site Plan.

A detailed survey is only required for areas that are intended to be disturbed by the proposed development/redevelopment. A boundary of the area to be included in a detailed survey will be established with the approval of the general survey that is submitted with 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)
- Identify the 100-year floodplain
- The location, diameter, height, living condition, and common name of all 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 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
- The location of the trunk diameter, and common name of the Protected Trees proposed to be removed or transplanted. 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 files 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
- 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 including a table listing all Protected Trees and their respective locations
- The information required herein shall be summarized in legend or table form on the tree survey and note the reason for removal or transplanting of the Protected Tree(s)
- 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: _____

- Additional information as needed for clarity

Preparer's Signature _____