

**COMMERCIAL DEVELOPMENT /RESIDENTIAL PERMIT REVIEW
TREE PRESERVATION ORDINANCE REVIEW CHECKLIST**



DEVELOPMENT NAME: _____

ADDRESS/DISTRICT/LANDLOT/PARCEL: _____

DESIGNER: _____

DATE: _____

CITY TRACKING NO.: _____

Please contact City Planner at 678-421-2027 with questions/comments.

FYI: IT IS THE OWNERS/DEVELOPERS RESPONSIBILITY TO BE IN COMPLIANCE WITH APPLICABLE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT AND CLEAN WATER ACT REQUIREMENTS.

X – NEEDS TO BE ADDRESSED

STATUS OF REVIEW

- ... Walk Through. Please address all comments and contact the City Planner at 678-421-2027 to set up an appointment to review the addressed comments.

- ... Drop-Off, include a copy of these comments and one set of plans. Bring to Community Development Office 2nd Floor, City Hall. Other comments to follow. If necessary, please consult this checklist and the Tree Protection Ordinance of the City of Norcross, Georgia for minimum plan requirements.

GENERAL PLAN COMMENTS

1. ... Provide a tree survey to show specimen trees and all trees with a DBH of 6 inches or greater. (TPO Sec. 113-7-b-16) Contact _____ at 678.421.2027 to schedule a preliminary site visit. The tree survey must be provided to the Community Development Department prior to:
 - submittal and acceptance of a development permit application.
 - the issuance of a development permit.

2. ... If there are specimen tree(s) and specimen tree stands on site, provide a landscape concept plan to the Community Development Department. Landscape Concept Plan shall be reviewed and approved prior to:
 - submittal and acceptance of a development permit application.
 - the issuance of a development permit. (TPO Sec. 113-7-b)

3. ... If there are NO specimen tree(s) or specimen tree stands on site, verify with developer’s certified arborist, landscape architect or urban forester and City staff at the preliminary site meeting. Also, submit a letter from developer’s certified arborist, landscape architect or urban forester verifying there are no specimen trees on site.

4. ... **Contact City Planner to schedule a site visit prior to permit issuance to verify that tree protection fence is installed around specimen trees.**

5. ... The Tree Conservation and Landscape Plan shall bear the signature, date of signature, and seal of a Registered Forester, a Certified Arborist, or a Registered Landscape Architect. (TPO Sec. 113-7-a).

TREE PROTECTION AND LANDSCAPE PLAN COMMENTS

6. ... Provide Tree Canopy Calculations. Include buffer trees, landscape strip trees, parking lot trees, and any tree(s) preserved or replaced on site (TPO Sec. 113-10-a).
7. ... Canopy percentage is not adequate. Increase coverage percentage to:
 - Residential Zone -70%
 - Commercial or Office Zones -40%
 - Industrial Zone -30%(TPO Sec. 113-10-a)
8. ... Tree is in poor or declining condition and shall not be credited toward the required tree canopy coverage. (TPO Sec. 113-10-a)
9. ... Provide one (1) tree in the interior of the parking lot for each seven (7) parking spaces. (TPO Sec. 113-10-b)
10. ... Parking Space is more than 40 feet from the nearest tree. Every parking space must be within 40 feet of the trunk of a tree. (TPO Sec. 113-10-b)
11. ... Provide Tree Canopy Calculations on Tree Preservation/ Tree Replacement Plan. Include landscape strip trees, parking lot trees, and any tree(s) preserved or replaced on site. (TPO Sec. 113-10-d).
12. ... Do not include required buffers, open areas, and recreation areas in the required canopy coverage calculations. (TPO Sec. 113-10-c).
13. ... At least 80% of the drip line must be protected by tree save fence. Show compliance for tree . (TPO Sec. 113-10-d)
14. ... Revise Calculation to show Existing Trees getting 1.5 times the drip line diameter for canopy coverage (TPO Sec. 113-10-d)
15. ... Only existing conifers may be used in calculating canopy cover. Revise calculations showing only replanting/proposed trees from the Tree Species List. (TPO Sec. 113-10-d-1)
16. ... Show minimum new tree size of two and one-half (2.5) inch caliper. (TPO Sec. 113-10-d-2)
17. ... Calculate canopy based on the following areas: (TPO Sec. 113-10-d-2)
 - Large Trees -1,600 square feet
 - Medium Trees – 900 square feet
 - Small Trees – 400 square feet
18. ... Adjust the number of required trees by rounding down to lower whole number. (TPO Sec. 113-10-d-3)
19. ... Adjust the number of required trees by rounding up to next higher whole number. (TPO Sec. 113-10-d-3)
20. ... Provide a tree species list table giving quantities, botanical names, common names, sizes and conditions, with canopy cover category of “canopy” or “understory” and a mature size category of “large”, “medium”, or “small” (TPO Sec. 113-11-a)
21. ... Show no more than 20% of all trees to be planted of any one genus. (Z.R. Sec. 115-46-f)

22. ... At least two genera of trees must be deciduous trees. (Z.R. Sec. 115-46-f)
23. ... Not more than 30% of the total number of trees to be planted shall be understory trees (Z.R. Sec. 115-46-f)
24. ... Note, on plan, the total number of non-buffer trees planted. Note the total number of trees planted within buffers. Note the total number of trees preserved outside of the required buffers. (TPO Sec. 113-11-a)
25. ... Parking lot trees shall be from Appendix A, "Approved Species List" of the Norcross Tree Ordinance. (TPO Sec. 113-11-a)
26. ... Limit encroachment to 25% or less of the drip line of the conserved tree . (TPO Sec 113-12-a-1)
27. ... Provide calculations for critical root zone on Tree Preservation/ Tree Replacement Plan for each existing and proposed tree based on mature tree size category. (TPO Sec. 113-12-a-2).
28. ... The drip line shall be mulched for proposed planted tree . (TPO Sec. 113-12-a-3)
29. ... Provide a minimum parking lot permeable area of 64 square feet for tree (TPO Sec. 113-12-a-4)
30. ... The same permeable surface area cannot be counted for more than one (1) tree. (TPO Sec. 113-12-a-5)
31. ... Provide one (1) tree for each 40 linear feet of strip length on a new street. Provide calculations. (TPO Sec. 113-13)
32. ... Show the drip-line of existing trees on plan. Locate protective tree fencing no closer than at the drip-line of existing trees, minimum. (TPO Sec. 113-14-a)

BUFFER PROTECTION AND PLANTING PLAN COMMENTS

33. ... Show ##### wide buffer (Z.R. Sec. 115-43-f).
34. ... Remove from buffer.
35. ... Provide details of buffer showing existing tree line and replanting where sparsely vegetated. Buffer planting must meet the requirements of the Tree Ordinance, Appendix A, Note 6. (Z.R. Sec. 115-43-g)
36. ... Provide additional planting to screen this development from ##### residentially zoned property across the public street #####. (Z.R. Sec. 115-43-c-4)
37. ... Show five (5) foot no structure setback and remove from all buffers. (Z.R. Sec. 115-43-e)

COMMENTS FROM OTHER PLANS

38. ... Remove grading, utility lines and/ or easements from the critical root zone or drip-line of the specimen tree (TPO Sec. 113-14-c)

39. ... Show parking, construction material, storage, bury pit, concrete or gravel wash on Grading Plan (TPO Sec. 113-14-c)
40. ... Show tree protection fence at critical root zone or drip-line whichever is greater for specimen trees on: grading plan, utility plan, and tree preservation/ tree replacement plan (TPO Sec. 113-14-c)
41. ... Show Type "C" silt fence along the outer uphill edge of tree protection zones for specimen trees on Erosion Control and Sedimentation plan. (TPO Sec. 113-14-c)
42. ... Show the following items as they relate to specimen trees on development plan(s) where checked (TPO Sec. 113-14-c)

Item to be shown on plan	Erosion Control and Sedimentation Plan	Grading Plan	Site Plan	Tree Preservation/ Tree Replacement Plan
Specimen tree	x	x	x	x
Limits of land disturbance	x	x	x	x
Existing contours	x	x		
Proposed contours	x	x		
Cut and fill		x		
Clearing and trenching		x		
Tree protection fence	x	x		x
Silt fencing detail	x			
Areas of construction staging for parking, material storage, water storage tanks, concrete wash out, debris burn		x		
Tree Protection Measures such as transplanting specifications tree wells, aeration systems, and staking specifications				x
Procedures and schedules of tree protection measures for installation and inspection by contractor				x

43. ... Show stream buffers [Stream Buffer Protection Ordinance Sec. 2006-02] (measured from bank of stream)
50 ft undisturbed buffer and a 75 ft impervious surface setback buffer

TREE PRESERVATION PLAN NOTES COMMENTS

44. ... Project Name. (TPO Sec. 113-7-b-1)
45. ... Project Description. (TPO Sec. 113-7-b-2)
46. ... Project Location and Parcel Number. (TPO Sec. 113-7-b-3)
47. ... Name, address, and telephone number of property owner. (TPO Sec. 113-7-b-4)
48. ... Name, address, and telephone number of developer. (TPO Sec. 113-7-b-5)
49. ... Name, address, and telephone number of the person responsible for preparing the Soil and Tree Conservation Plan (TPO Sec. 113-7-b-6)
50. ... State size of project in acres or square feet. (TPO Sec. 113-7-b-7)
51. ... State size of the buildable area in acres or square feet. (TPO Sec. 113-7-b-8)
52. ... Note on plans: "Tree protection measures will be maintained at all times. Additional tree protection measures will be maintained at all times. Additional tree protection measures will be installed if deemed necessary by on-site inspection." (TPO Sec. 113-7-b-22)
53. ... Note on plans: "The owner or homeowners association will maintain trees throughout their life using best management practice. Maintenance within the first three (3) years after planting will include watering, mulching, and pruning. The owner or homeowners association shall replace any planted tree which dies during the first three years." (TPO Sec. 113-7-b-23)
54. ... Note on plans: "Deciduous trees shall be at least 2-1/2 inches in diameter and evergreen trees shall be at least 6 feet in height at time of planting."
55. ... Provide Note:
An approved Residential Drainage Plan (RDP) is required prior to issuance of a building permit on those lots labeled "RDP". An approved Hold and Release Affidavit is required on those lots labeled "RDP" or Residential Drainage Study (RDS). An elevation certificate is required on lots labeled "RDP-E" and "RDS-E".
56. ... Provide note on plans: "Topping trees is not allowed. Trees removed or having their tops cut after compliance with this Ordinance shall be replaced with the equivalent inches of removed trees."
57. ... Provide note on plan: "A Commercial Applicator License and a Pesticide Contractor License are required by the contractor if the use of herbicides are necessary for noxious plant material removal."
58. ... Provide note on plans: "Approval of these plans does not constitute approval by the City of Norcross of any land disturbing activities within wetland areas. It is the responsibility of the property owner to contact the appropriate regulatory agency for approval of any wetland disturbance."
59. ... Provide note on plans: "Per Article 8. Section 8.2.6.b of the Development Regulations, it is the responsibility of the property owner to maintain any detention facility constructed on their property and to ensure the facility is free of obstruction, silt, or debris."
60. ... Provide note on plans: "A one year warranty letter or maintenance bond to cover required landscaping must also be submitted with the Certificate of Development Conformance Package. (TPO Sec. 113-17)

- 61. ... Provide note on plans: “All buffers and tree save areas are to be clearly identified with protective fencing prior to commencement of any land disturbance.”
- 62. ... Provide note on plan: “Thinning is allowed and may include manual removal of non-specimen trees within the critical root zone or drip-line of the specimen tree in the landscape installation phase of development only. Thinning includes manual removal (NO motorized/ wheeled or track vehicles allowed within the critical root zone of the specimen tree).”
- 63. ... Provide note on plan: “Non-vegetative material to be removed manually”.

TREE PRESERVATION PLAN DETAILS COMMENTS

- 64. ... Provide detail for tree protection fence signage in English and Spanish on Tree Preservation/ Tree Replacement Plan .
- 65. ... Show location and provide installation detail for orange/red plastic protective tree fencing adjoining all zoning buffers and tree save areas. Fencing shall be installed prior to any land disturbance.
- 66. ... Show tree protection fence detail (1 of 3 options) for specimen trees on Tree Preservation/ Tree Replacement Plan.

OVERLAY DISTRICT COMMENTS

- 67. ... This project is located in the Redevelopment Area Overlay District (RAOD), Tier 1, Transitional Zone. Landscape Design must be in compliance with Guidelines published in Architectural and Site Design Standards, by the City of Norcross, Section 4.1.
- 68. ... This project is located in the Redevelopment Area Overlay District (RAOD), Tier 2, Neighborhood Center. Landscape Design must be in compliance with Guidelines published in Architectural and Site Design Standards, by the City of Norcross,
 - Section 3.1.1
 - Section 3.1.2
 - Section 3.1.3
- 69. ... This project is located in the Redevelopment Area Overlay District (RAOD), Tier 3, Town Center. Landscape Design must be in compliance with Guidelines published in Architectural and Site Design Standards, by the City of Norcross, Section 4.1.

OTHER COMMENTS

- 70. ...
- 71. ...
- 72. ...
- 73. ...
- 74. ...
- 75. ...