



Tree & Public Garden Commission Submission Checklist

- Existing conditions Site Plan
 - Provide a scaled site plan showing:
 - Footprint of existing house, garage and other structures
 - Hardscape elements such as driveway, patios and walkways
 - Fencing; property lines; easements; setback lines; Rights of Way
 - Bar scale and north arrow
 - Location of existing trees 6” caliper and greater. Note caliper, botanical and common names and condition. Calculate and note TOTAL CALIPER of existing trees on the site.
 - Location of ornamental trees and major shrubs (36” or greater). Note size, botanical and common names
 - Location of trees in right of way. Identify trees to be protected from construction on both private property and within Right of Way. Provide a tree protection plan approved by City Staff
 - Location of utility poles and boxes
 - Identify areas of natural screening and major areas of shrubs along the perimeter of the lot
 - Identify trees to be removed and total number caliper inches to be removed. Identify major shrubs to be removed
 - Identify elevation changes on the property, if significant
 - Identify if the street has brick curb and gutters
 - Provide several site photos to illustrate existing conditions and adjacent residences.
- Proposed new site landscape plan
 - Provide a scaled site plan showing:
 - Footprint of proposed house, garage and other structures.
 - Hardscape elements such as driveway, patios and walkways
 - Fencing; property lines; easements; setback lines; Rights of Way
 - Bar scale and north arrow
 - Location of proposed new landscape – trees shrubs and perennials. Note size, quantity, botanical and common names. Calculate and note TOTAL CALIPER of proposed trees on site.
 - Location of street tree in City Right of Way.
 - Location of utility poles and boxes
 - If existing natural screening along perimeter of the lot is removed, identify replacement landscape
 - Identify elevation changes on the property, if significant
 - Identify if landscape will be irrigated.
 - If property has brick curb and gutters, provide detail for protecting and/or replacing brick when construction is completed.
 - Provide a brief narrative describing the proposed landscape plan, including relationship of new construction and landscaping to neighboring residences