



December 19, 2017

**MEMORANDUM**

**Bulletin G-05-17**

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.  
Chief, Building Inspection Division

Re: **Required Tree Removal Information on Residential Single Family Site Plans that are not included in a Subdivision**

Subdivision tree removal information is reviewed/approved through the Civil Review Process (10 Set) such that when the building permit application is received, the tree removal information is already on file with the City. The intent of this Bulletin is to clarify the requirements that must be provided on the Site Plan for new single family and duplex lots when they are not part of an approved subdivision (Infill lots/lots of record). Section 656.1206(a)(1) of Landscape Code requires:

A site plan, at a scale which clearly illustrates the requirements of this Part, showing the lot configuration; the location and identification of existing and proposed improvements, if any, including structures, water retention areas, paving, grade changes, utilities, easements, and street rights-of-way or approved private streets; the location and identity by botanical or common name and DBH, of protected trees to be removed, relocated or retained and of preserved understory vegetation; and preserve areas. In areas where groups of trees are to remain and no soil is to be disturbed, the tree group may be identified by general species;

What has been lacking on many submittals is a complete listing of all protected trees to be removed, identified by size and species, resulting in the City's tallying trees to be removed and/or performing the tree survey.

**Effective January 15, 2018**, All site plans submitted for new single family houses or duplexes must have a complete listing of protected trees being removed, identified by size and species. **In addition**, the site plan is to have a table summary of the trees being removed, and the tree removal information is to be entered into the SPEC 2 Tab of the on line Building Permit Application prior to submittal. Trees to remain shall be circled on the plan to show they are being preserved. Trees to be removed shall be marked with an "X". If you are claiming a tree is diseased or dying, a certified arborist's report may be required. The inspector will not provide that service.

When the landscape inspector is on site confirming the tree survey, he may note minor corrections.