



Parks & Public Lands

URBAN FORESTRY PROGRAM

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Urban Forestry Plan Review Checklist

The following information is required on all Site, Demolition and Landscape plans submitted for review.

- All plans in the drawings folder in ProjectDox must be labeled i.e. Demolition, Site, Landscape etc.
- Parcel Address: If parcels are being combined, label all properties involved with parcel street address, not parcel I.D.
- Adjacent Properties: Depict addresses and property lines.
- Type of Project: Describe the nature of the project, i.e. new home construction, new building construction, interior remodel etc.
- Depict and label all streets, sidewalks, curbs, driveways and park strips.
- Depict and label public right-of-way property line.
- Illustrate and label existing above ground and below ground utilities.
- Illustrate and label proposed above ground and below ground utilities.
- Depict all trees on both private and public property on the site and within 15 feet of the site (including park strip trees and adjacent private property trees).
- Tree Preservation information:** All existing trees on site (both private and public property), and within 15 feet of the site (including park strip trees and adjacent private property trees) must be easily identified on the drawings and must include the following information:
 - Tree Species
 - Size expressed in “d.b.h.” (dbh is Diameter at Breast Height and is measured at 4.5 feet above grade)
 - Condition
 - Status- “proposed removed” or “proposed preserved”
 - Any proposed pruning or root cutting

- Depiction of tree protection fencing (tree protection fencing must be **free standing, 6 feet tall chain link**) for trees to be preserved- See Tree Protection and Preservation document for further details.
 - Landscape plans shall depict only proposed preserved and proposed new trees
- A comprehensive **tree inventory spread sheet** of all public and private property trees shall be provided on the plan indicating
- Tree species
 - Tree size (dbh)
 - Location (private or public property)
 - Condition (Good, Fair, Poor, Very Poor)
 - Status (proposed removed or proposed preserved)
 - Additional notes (i.e. justification for removal of a tree that is not in the footprint of proposed improvements/changes)
 - Total tree count
 - Total tree dbh inches to be preserved
 - Total tree dbh inches to be removed
- Depict footprints for all existing and proposed structures and hardscapes. Landscape plan should only show remaining existing and proposed structure footprint.
- Label all proposed vegetation in park strip and private property with size, species and quantity. Plan must indicate distances between trees to be planted in the park strip, distances between trees and utilities, distances between trees and driveways and buildings.

Tree planting information for planting in the Public Right of Way (park strip)

- All trees planted in the public right of way require a permit issued by the SLC Urban Forestry office prior to approval in ProjectDox.
- All trees planted in the public right of way must be a *minimum* of 2" caliper in size.
- The site chosen for planting must meet the following criteria:
 - 5' from water meter and/or utility box
 - 10' from fire hydrant
 - 5-10' from residential driveway
 - 5-10' from property line of adjoining parcel
 - 5-10' from non-traffic conducting signage
 - 5-10' from utility pole and/or light
 - 20' from an unregulated intersection (20' back from intersecting sidewalks)
 - 30' from stop signs
 - 30' from commercial driveway and/or alley
 - 40' from an intersection with traffic lights (40' back from intersecting sidewalks)
 - 15-20' from a tree that is small in size at maturity (less than 30' tall)
 - 20-30' from a tree that is medium in size at maturity (30 to 50' tall)
 - 30-40' from a tree that is large in size at maturity (more than 50' tall)
- Comprehensive tree planting directions will be provided with all planting permits.