

**Tree Management Plan- Plans Review Checklist**

**Planning-Arborist**



<b>TMP Checklist</b>	<b>COMPLETED</b>
<b>TMP Initial Checks</b>	
Vicinity map	
North arrow	
Map scale	
Correct address	
Correct zoning	
Correct conserved/planted percentages required by zoning	
Easements (GA Power, Access, sanitary etc.)	
Environmental areas (State and ACC buffers)	
Location of stormwater features and underground pipes	
Any retaining walls	
<b>Site Visit</b>	
Check quality and location of conserved canopy	
Verify location of overhead utilities (Note type as distribution/telephone/cable etc if necessary)	
Note any significant/specimen trees	
Verify accurate locations/species/dbh	
Note any potential ACC trees in adjacent ROW and notify forester if review is necessary	
<b>Plan Review (Required components of a Tree Management Plan per 8-7-17. General)</b>	
All existing and proposed utilities and easements.	
Existing forested areas inventory or groupings of trees with overlapping canopy, area in sq ft	
For isolated trees greater than 18 inches in diameter, the species common and Latin names, DBH, and tree canopy cover area.	
Landmark trees	
For Athens-Clarke County trees, i.e. right-of-way trees, the information listed in same manner as existing forested areas and isolated trees	



An estimate of the existing tree canopy cover in sq. ft and as a percentage of total site acreage	
For individual trees to be conserved, the species common and Latin names, DBH, canopy cover, location of the trunk, extent of crown, boundaries of tree protection zone, location of tree protection fencing	
For groups and stands of trees to be conserved, the square feet and percent canopy cover, location of the groups or stands, boundaries of tree protection zone, and location of tree protection fencing	
Proposed forest regeneration area or future forest areas	
For each tree planted to satisfy tree canopy cover requirements, including street trees and parking lot trees, the location, species common and Latin names, variety or cultivar, caliper at time of planting, extent and location of open soil surface area.	
Summary table of tree canopy cover by acres and percent of total site for tree canopy cover meeting conserved, planted, and total tree canopy requirements	
Summary table (tree canopy cover by acres and percent of total site for tree canopy cover meeting conserved, planted, and total tree canopy requirements)	
Standard Notes & Planting detail from website	
All proposed structures and hardscape including retaining walls	
Proposed grading and its alignment with the tree protection fence. Show tree protection fence on the grading plan (Phase I) and the tree management plan	
Environmental areas	
<b>TMP Review Details (Required but often not included on TMP)</b>	
Demolition does not conflict with tree conservation measures	
Light poles shown and separation appropriate.	
Conflicts (e.g. minimum distance) with structure and infrastructure for both planted and conserved trees.	
Location of tree fencing (verify also on Phase I plans and demolition plans)	
Verify that species is desirable for conservation	
Double check for encroachments from construction OR demolition	
Check calculations and verify that canopy credit matches tree species list	
Confirm appropriate species and canopy size for appropriate place	
Adequate open soil surface	

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Confirm appropriate size at installation (2" for deciduous, 8' for evergreen, etc.)	
Confirmation of minimum size requirements for groups and stands of trees to be conserved (2,500 sq ft, 50% area contiguous, 20 ft wide in any one dimension minimum)	
Check percentages of species of planted trees to allowable percentages in Technical Standards chapter. Cannot have one species represent more than 30% of trees planted.	
<b>Structural Soils Installation</b>	
Installation detail provided and accurate	
Location of the extent of soil installation on plans.	
Notes to contractor regarding sourcing and installation	
Appropriate amount of soil volume provided to meet minimum open soil surface	

**\*The above is not an all-inclusive list but was created to help guide an applicant through the utility line extension process. Project specific details may vary.\***