Tree Advisory Commission Project Review Checklist

Adopted by TAC November 20, 2003 Revised October 24, 2005, September 13, 2012

Twelve (12) Copies of all information included in application individually packaged & an electronic copy

□ Tree Survey

Project site plan, illustrating the current proposed project.

D Exact location of the trunk of all the protected trees in the area impacted by the project including the parkway trees.

The tree species.

The diameter at breast height (41/2 feet from the ground).

Dripline - Field measured at eight "compass points" and drawn to scale.

Proposed treatment for trees; pruning or removal.

Photographs of the project site, illustrating all of the protected trees.

Individual cash value of all protected trees.

Suggested mitigation in the event that a protected tree(s) becomes injured or destroyed in the course of the project. (Attached suggested mitigation guide).

A professional report on the condition of the trees.

An analysis of the impact on the affected trees.

- Recommendation on actions, mitigation measures, or construction monitoring of
- Contract signed with project arborist to monitor protective and mitigation measure during construction.

Required Supporting Information

- Utility trenching plan showing all utility locations on the project site.
- Submittal of site grading and drainage plan including type of hardscape materials.
- Submittal of building elevations with protected trees superimposed thereon. For any building proposed within driplines of trees to be protected.

Submittal of landscape plans.

Submittal of protective fencing plan.

- All plans shall be to scale and shall include a north arrow.
- Include in the arborist report, to the extent feasible, all protected trees on adjoining properties which overhang the project area.
- Brief 1-2 paragraphs explaining project.

Commission meetings take place the third Wednesday of each month. All item listed above shall be submitted. Failure to submit all of the above-listed items may result in the matter being delayed for commission review. Application submittal packages not complete by the close of business on the second Wednesday of the month will not be review by the Tree Advisory Commission. Additional information provided by project proponents, after the second Wednesday cutoff date or during the Commission Meeting shall be grounds for continuation of the application to the next available Commission meeting.

Arborist reports submitted, as part of a Tree Advisory Commission packet shall include:

- Summary
- □ Background
- □ Tree Information
- Project Information
- □ Impact Discussion
- Mitigation (such as monitoring, protective fencing, trunk protection, pruning, trenching, root damage, replacing trees approved for removal)
- Specific Sierra Madre Requirements (Ord. 1157)
- □ General Recommendations'
- Conclusions
- Project Arborist Letter of Agreement signed by Certified Arborist, Property Owner & Project Contractor and any Subcontractors.