



Fort Worth TREE ORDINANCE PLAN CHECK LIST

Note: The following checklist is provided to assist the Landscape Architect in developing a complete Plan set to expedite review by the Department. All final Plans submitted for review are to include a copy of the checklist(s) signed by a responsible party. Submittals made that do not include the checklist(s) will be returned without review, comments, or approval.

PI	PII	(Note: PI - PHASE ONE - Preservation. PII – PHASE TWO - Final Planting Plan)
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A. 'PLAN FACE' ITEMS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Owner / Preparer: names / address / phone numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Subdivision Name (lower right corner). (<u>Exclude</u> reference to 'Sections' or 'Phases') |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Location / Vicinity Map / Oriented north arrow (minimum 1" = 2,000'). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Plan scale (acceptable options):
a. 1" = 50'
b. 1" = 100'
c. 1" = 200'
d. 1" = 400' |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Graphic Plan Scale & North Arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Corporate City Limits line (if within the nearby vicinity of the plat). |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Date of Preparation and any Revisions. (Lower right plat corner). |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Final Street Names as approved by the Fire Department. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Proposed street names (or preliminary "letter" designation) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Reference Case No of CP, PP, FS, FP, (on both plat and application). |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Property boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Scaled site plan depicting location of proposed structures, parking areas, drives and amenities. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Man made features and utility easements (utility poles, overhead wires, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Tree Legend shall identify: genus, species, size (dbh), and quantity. |

B. LAND USE

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Total Gross Acreage of Plan calculated area i.e. acres, square feet (in lower right corner of plat.)
a. Tree Canopy Coverage:
<input type="checkbox"/> 20% Industrial <input type="checkbox"/> 30% Commercial <input type="checkbox"/> 40% Residential
<input type="checkbox"/> 25% Residential <input type="checkbox"/> 40% Parking Lot <input type="checkbox"/> 50% Mixed Use |
| | | 2. Public Project (30%):
<input type="checkbox"/> Water/ Sewer <input type="checkbox"/> Street <input type="checkbox"/> Parks <input type="checkbox"/> Parking Lot |
| | | 3. Land Use Table of Development Tabulation, showing:
a. Outline of existing tree canopy area on property, calculated in Square feet, or acres. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Scaled existing or proposed utilities regulated by Public Utility Commission, square feet, and acreages, for all rights of ways and/or easements(as defined section 7 of Ordinance No. 17228-10-2006) |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Locations of each large or significant tree (as defined in Section 4, of the Ordinance No. 17228-10-2006), its type and canopy area. |

d. Use the following tables:

	Square Feet	Acres
Gross area of property		
Utility Right of Ways or easements regulated by the Public Utility Commission	-	-
Net Urban Forestry Area		

Required Tree Canopy Area	Square Feet	Acres
Net Urban Forestry Area		
Land Use / Canopy Coverage ratio	x	
One or Two Family (40% coverage)		
One or Two Family with trees planted on individual lots (25% coverage)		
Commercial (30% coverage)		
Industrial (20% coverage)		
Additional 5% if only protected trees are being preserved		
Required canopy coverage		

Preservation / Retention of Existing Canopy	Square feet	Acres
Existing tree canopy area		
Preservation requirement	X 0.25	X 0.25
Additional 5% if only protected are being preserved.		
Minimum retention		

e. Outline of canopy areas that are desired to be removed;

f. Location and depiction of trees (large, medium or small canopy crown) that will be planted;

g. Use the following tables:

	Square feet	Acres
Area of existing tree canopy retained		
Planting: ___ large canopy trees @ 2000 square per tree ___ canopy trees @ 700 square feet per tree ___ small canopy trees @ 100 square feet per tree		
Total preservation and planting		

Parking Areas: Commercial or Industrial Uses	Square feet	Acres
Area of parking and drives.		
Required canopy coverage of parking areas	X 0.40	X 0.40
Required canopy coverage.		
Area of canopy coverage being provided.		

D. REQUIRED EXHIBITS (SUBMITTED TO Urban Forestry Section at time of application filing)

- 1 2 -Full size plat copies ((folded to Ft. Worth standards).
- 2. 1 - 8 1/2" X 11" legible Photo Copy ("mini-map") of image area of plan.
- 3. Application Form (1-Original signed & complete).
- 4. Completed "Plan Check List" (this 3 page form).
- 5. Plan submitted in Digital Diskette Format (i.e. AutoCAD or Micro station).

Applicant's Certification

I, the undersigned, hereby certify that the attached Plan submittal has all items required and listed. I understand that if any of the items required are deemed missing from the submittal, the plan will not be acceptable for review and will be returned as incomplete. My client is aware of these criteria and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item which I feel is not required and, therefore, has not been included in the submittal package.

Applicant's signature

Date

APPLICANT MUST SIGN AND DATE THIS CHECKLIST

Reviewer's signature

Date

Notes: 1. Subdivision Rules & Regulations references: CP: Concept Plan, Section 301; PP: Preliminary Plat, Section 302; & FP: Final Plat & FS: Short Form Plat, Section 303.