



Urban Forestry Plan Check List

Note: The following checklist is provided to assist the Urban Forestry Compliance Specialist 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 the responsible party. Submittals made that do not include the checklist(s) will be returned without review, comments or approvals.

PI	PII	(Note: PI Phase One – Existing Conditions PII Phase Two – Site Alterations / Planting)
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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). (Exclude reference to ‘Sections’ or ‘Phases’) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Location / Vicinity map / North arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Plan scale (acceptable options) |
| | | a. 1" = 10' d. 1" = 40' |
| | | b. 1" = 20' e. 1" = 50' |
| | | c. 1" = 30' f. 1" = 60' |
| <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 plan corner) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Final street names as approved by the Fort Worth 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 plan and application) |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Property boundaries with declared measurements |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Scaled site plan depicting location of proposed structures, parking areas, drives and amenities
(applies to Phase II only) |
| <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: species, size (dbh) and quantity. |

B. LAND USE

- | | | |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Total gross area of site i.e. acres, square feet (lower right corner of plan) |
| | | a. Tree Canopy Coverage: |
| | | <input type="checkbox"/> 20% Industrial <input type="checkbox"/> 30% Commercial <input type="checkbox"/> 40% Residential |
| | | <input type="checkbox"/> 40% Parking Lot <input type="checkbox"/> 50% Mixed Use <input type="checkbox"/> 25% Residential |
| | | 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: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Outline of existing tree canopy area on property, calculated in square feet & acres. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Scaled existing or proposed utilities regulated by Public Utility Commission and/or Railroad Commission |
| <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 |

Use the following tables:

Net Urban Forestry Area		Calculation	Square Feet	Acres
A	Gross area of property (or delineated lot, if appl.)	→		
B	Utility Right of Ways or easements regulated by Public Utility Commission	→		
C	Net Urban Forestry area	(A-B)		
Required Tree Canopy Area				
D	Net Urban Forestry area	(C)		
	<u>Land Use/Canopy Coverage Ratio:</u>			
	Commercial (30% Coverage)			
E	Industrial (20% Coverage)	(D x %)		
	One or Two Family (40% Coverage)			
	One or Two Family w/ trees planted on individual lots (25% Coverage)			
F	Additional 5% if using Method B (Protected Trees)	(D x .05)		
G	Required canopy coverage	(E + F)		
Preservation/Retention of Existing Canopy				
H	Existing tree canopy area	→		
I	Preservation requirement (25%)	(H x .25)		
J	Additional 5% if using Method B (Protected Trees)	(H x .05)		
K	Minimum retention	(I + J)		
L	Area of existing canopy retained	→		
New Tree Planting				
M	Required new planting coverage	(G-L)		
N	large canopy trees @ 2000 sq ft per tree	(Qty x 2000)		
O	medium canopy trees @ 700 sq ft per tree	(Qty x 700)		
P	small canopy trees @ 100 sq ft per tree	(Qty x 100)		
Q	Total planting	(N+O+P)		
Parking Areas: Commercial/Industrial Uses				
R	Area of parking and drives	→		
S	Required canopy coverage of parking areas (40%)	(R x .40)		
T	Area of canopy coverage being provided	→		
Fulfillment of Requirements				
U	Required canopy coverage	(G)		
V	Provided canopy coverage	(L+Q)		
W	Amount exceeding requirement (if any)	(V-U)		

Significant Trees		Calculation	Inches DBH	Canopy Sq Ft
X	All Post Oaks/Blackjack Oaks $\geq 18"$ dbh (if east of I-35)	→		
Y	All other trees $\geq 27"$ dbh (regardless of species or location)	→		
Z	Total of significant trees to be preserved	→		
aa	Significant tree preservation credit	(Zsqft x 1.5)		
bb	Total of significant trees to be removed	(X+Y-Z)		
Removal Options (Choose One):				
	Retention of existing canopy 1.5X the canopy of removed significant trees--in excess of minimum retention (K)	(bbsqft x 1.5)		
	Planting additional trees 5X the canopy of removed significant trees--in excess of total planting (Q)	(bbsqft x 5)		
	Payment into tree fund for total inches dbh of significant trees removed @ \$200 per inch dbh	(bbdbh x \$200)		
	Urban Forestry Board approved plan that mitigates the removal of the significant tree(s)			

D. REQUIRED EXHIBITS (SUBMITTED to the Urban Forestry Compliance Section at time of application filing)

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|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| PI | PII | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. 2-Full size PHI & PHII copies (tri folded with name of project on face). |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 1 – 8 1/2” x 11” legible photo copy (mini-map) of image area of plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Application Form (1-Original signed & complete). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Completed “Plan Check List” (this 3 page form). |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. PHI & PHII in digital format on CD/DVD (i.e. AutoCAD, Micro Station, .pdf). Permit will not be released until a digital copy is received. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Check/Money Order made payable to City of Fort Worth |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. 1 Full size plat copy (folded to Fort Worth standards) |

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 the 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

Reviewer’s signature

Date

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

