

Tree Conservation Plan Checklist for Plan Submittals

All submitted plans must contain a Tree Conservation Plan, if compliance with TC-7-04 is required (i.e. All properties 2 acres or larger in size with wooded cover and/or scattered trees on the property; OR non-residential lots less than 2 acres with wooded areas adjacent to a thoroughfare).

General Data for Plans:

PIN numbers (on cover sheet)

Gross property acreage, prior to ROW dedication (on cover sheet)

Property zoning (on cover sheet)

Any conditions associated with conditional use zoning districts (CUD Zoning)

North arrow

Scale

Tree Conservation Requirements – for Preliminary Review for Site Plans (SP) and Subdivision Plans (S)

1. Sheet 1: A Tree Conservation Plan sheet showing the proposed Tree Conservation Areas (TCA's) labeled according to the "Standardized Names" (appendix 3 of the User's Manual for TC-7-04). Show the size of each area in acres.
2. Sheet 2+: Tree Conservation Areas need to be shown on the grading plan with the tree protection fence location (or combination silt/tree fence) location.
3. Sheet 3: A third sheet may be necessary to show existing or proposed utility locations or easements including: sanitary sewer, storm sewer, water, irrigation, above and below ground electric easements and drainage easements.
4. A completed Tree Conservation Data Sheet (appendix 4 of the User's Manual for TC-7-04) will need to be provided with the plan **(2 copies)** or the information needs to be on the tree conservation plan sheet.
5. For Secondary Tree Conservation Areas included the following:
 - a. A tree cover report with description of each 50 ft. of TCA complete and certified by an International Society of Arboriculture (ISA) Certified Arborist, North Carolina Registered Forester, or North Carolina licensed Landscape Architect. **(2 copies)**
 - b. Photos of proposed Secondary TCA's options a - d. Each photo to represent 50 linear feet of tree conservation area and must match the sections shown on the plan.
 - c. Reports and photos must be inter-related.
 - d. Most recent aerial photo. **(2 copies)**
 - e. **Optional**: A survey of the trees (3) inches and larger in size within the secondary TCA can be shown on the Tree Conservation Area Plan sheet submitted with calculations of *basal area* in lieu of submitting the photos.
6. List acreage calculations (in report or in summary on plans) in same order as listed on Tree Conservation Data Sheet.

Tree Conservation Requirements – Administration Review for Grading and Tree Conservation Permits

1. Items 1 – 6 under “Tree Conservation Requirements – for Preliminary Review for Site Plans (SP) and Subdivision Plans (S)”.
2. Metes and bounds description of the Tree Conservation Areas will need to be shown on the Tree Conservation Plan sheet 1 (See Section 10-2082.14).
3. City of Raleigh tree protection fence detail OR silt/tree protection fence detail.
4. If the Tree Conservation Permit was obtained prior to grading plan review the transaction number of the approved tree conservation plans must be submitted with the grading plan submittal package and the tree conservation areas shown on the grading, erosion control, and utility plans. A copy of the approved tree conservation plans may be needed in some cases.

Tree Conservation Requirements – Building Permit Review

1. A copy of the latest recorded plat showing book and page of recorded Tree Conservation Areas.

Tree Conservation Requirements – Tree Harvesting

1. If clearing, removing, or harvesting trees on parcels 2 acres & larger in size; unrelated to development of a site, or for a grading permit without an approved site development plan; or without established Tree Conservation Areas; Sheet 1 will be a Tree Conservation Plan that shows all required protected buffers with tree protection fence, all grading changes, and all existing and proposed public and private utility locations.
2. Permit is required, tree protection fence will have to be inspected and tree conservation areas may or may not have to be recorded depending on the future developing of the property.