



Urban Forestry Plan Checklist

Note: The following plan checklist is provided to assist Urban Forestry Compliance in developing a complete plan set to expedite review by the department. All plans submitted for review are to include a copy of the checklist(s) signed and **COMPLETELY FILLED OUT** by the responsible party. Submittals made that do not include the checklist(s) will be returned without review, comments, or approval.

PI	PII	Note: PhI (Phase One) – Existing Conditions Plan	PhII (Phase Two) – As Developed Plan
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A. PLAN FACE ITEMS

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Land owner, developer, and preparer names/addresses/phone numbers/other contact info |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Project name (lower right corner) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Project address (existing or temporary) and legal description of property |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Vicinity map outlining location with North arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Plan scale (acceptable options: 1 inch = 10,20,30,40,50, or 60 feet) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Graphic plan scale & North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Corporate City Limits line (if adjacent to property) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Date of preparation and any revisions. (lower right corner of plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. All adjacent or interior street names (existing or proposed) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Plat name and number |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Legal Lot or Artificial Lot boundaries (clearly labeled) with declared measurements |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Scaled depiction of all existing structures and paving |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Scaled depiction of all existing structures/paving to remain and proposed new structures/paving |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. All existing or proposed regulated utility and drainage channel easements labeled per the plat |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Individual <i>Existing Tree locations</i> and/or outline of tree canopy |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Individually labeled <i>Significant Tree locations</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Individual locations of all <i>new tree plantings</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. <i>Existing Tree Legend</i> : tree #; species; dbh; canopy area; removed/preserved; totals |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. <i>Significant Tree Legend</i> : tree #; species; dbh; canopy area; removed/preserved; totals
(See section G - 5 of ordinance 18615 for significant tree determination) |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. <i>New Tree Legend</i> : species; caliper; quantity |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Site Requirements Table (See section B) |

B. SITE REQUIREMENTS TABLE (figures derived from calculations on page 2)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Gross site area being permitted |
| <input type="checkbox"/> | 2. Total area of regulated utility and drainage channel easements |
| <input type="checkbox"/> | 3. Net Urban Forestry Area |
| <input type="checkbox"/> | 4. Required Tree Canopy Coverage (See page 2 for determination) |
| <input type="checkbox"/> | 5. Total site parking area in square feet (include entire parking field) |
| <input type="checkbox"/> | 6. Required Parking Canopy Coverage: (40% of total site parking area) |

Use the following tables:

**** If **Significant Trees** on site, complete chart on page 3 first.

Net Urban Forestry Area (phase 1 and 2)		Calculation	Square Feet	Acres
A	Gross area of property (or artificial lot)	→		
B	Regulated utility easements and other deductible areas	→		
C	Net Urban Forestry Area	(A-B)		
Required Tree Canopy Area (phase 2)				
D	Minimum Canopy Coverage Requirement : Commercial/Institutional/Public Project (30%) Industrial (20%) Agricultural (25%) Residential (40%)/ New Subdivision Option (25%) Multifamily (50% of open space requirement) Mixed Use Zoned site (5%)	C x %		
E	Additional 5% if using preservation method B ("protected trees")	(C x .05)		
F	Total required canopy coverage for site	(D+E+gg)		
Preservation/Retention of Existing Canopy (phase 1 and 2)				
G	Existing tree canopy area	→		
H	If seeking approval for phase 1 only , then preserve a minimum of 50% canopy and stop after completing line M .	(G x .5)		
I	Preservation requirement (25%)	(G x .25)		
J	Additional 5% if using preservation method B ("protected trees")	(G x .05)		
K	Additional preservation option for mitigation of significant tree removal (only if removing significant trees - see pg 3)	(ff)		
L	Total preservation requirement	((H or I)+J+K)		
M	Area of existing canopy preserved	→		
N	Total preservation credit *(add line dd only if preserving all significant trees)	(M + dd*)		
New Tree Planting (phase 2)				
O	Required new planting coverage	(F - M - dd)		
P	large canopy trees @ 2000 sq ft per tree	(Qty x 2000)		
Q	medium canopy trees @ 700 sq ft per tree	(Qty x 700)		
R	small canopy trees @ 100 sq ft per tree	(Qty x 100)		
S	Total Planting	(P+Q+R)		
Parking Areas: 1 or 2 family residential are exempt (phase 2)				
T	Area of parking	→		
U	Required canopy coverage of parking areas (40%)	(T x .40)		
V	Area of canopy coverage being provided for parking	→		
W	Excess/deficient parking canopy	(V-U)		
Fulfillment of Requirements (phase 2)				
X	Total required canopy coverage for site	(F)		
Y	Provided canopy coverage	(M+S+dd)		
Z	Excess/deficient overall canopy	(Y-X)		

Significant Trees		Calculation	Inches DBH	Canopy Sq Ft
aa	All Post Oaks/Blackjack Oaks $\geq 18"$ dbh (if east of I-35)	→		
bb	All other trees $\geq 27"$ dbh (regardless of species or location)	→		
cc	Total of significant trees to be preserved	→		
dd	Significant tree preservation credit	(cc sqft x 0.5)		
ee	Total of significant trees to be removed	aa+bb-cc		
Significant Tree - Removal Mitigation Options (Choose One):				
ff	Preservation of existing canopy 1.5X the canopy of removed significant trees in excess of required canopy OR....	(ee sqft x 1.5)		
gg	Planting additional trees 5X the canopy of removed significant trees in excess of required canopy OR....	(ee sqft x 5)		
	Payment into tree fund for total dbh inches of significant trees removed @ \$200 per inch dbh OR....	(ee dbh x \$200) \$		
	Urban Design Commission 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)

- | PhI | PhII | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Application for Urban Forestry Permit (complete and signed). |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 2 full-size copies of Phase 1 & Phase 2 plans (folded to maximum size of 9x12 inches). |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Plan Checklist (this 3 page form). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Digital hard-copy (CD) of Phase 1 & Phase 2 plans (PDF format preferred – no CAD) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Check/Money Order made payable to City of Fort Worth |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. 1 full-size copy of the most recently recorded plat (folded to maximum size of 9x12 inches). |

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.

Revised: 11c 06/06/2011