Application Requirements for **Preliminary Plat**

Part 1: Application Instructions

INSTRUCTIONS

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425.556.2494 to schedule your appointment. Please see the linked **E-Track Portal webpage** (www.redmond.gov/e-track) for more information about user registration and electronic submittal.

APPLICABILITY

A preliminary subdivision application is required for a division of land into ten or more lots.

SPECIAL NOTES

The submittal requirements below may change periodically. These submittal requirements are dated **January 2013.**

I. ELECTRONIC PLAN REVIEW SUBMITTAL STANDARDS

Electronic plans that do not meet the requirements below will fail and will result in the application being deemed incomplete and will not be reviewed until complete.

A. File Naming Standards:

Bolded items noted in Sections III, IV, and associated Cover Sheets indicate the naming convention in which the particular submittal must be named. For example, the General Application (Section III) must be named **General Application** and Transportation Plan (Cover Sheet A, II) must be named **Transportation Plan**.

B. Plan Sheet Standards:

All plans must be drawn to scale, as specifically identified in the checklist, and each sheet shall state the scale.

C. Acceptable File Types

All application materials shall be submitted in an electronic form (i.e. Flash Drive or CD). If submitting a CD, the CD should be permanently marked with the Project Name and submission date.

Plans: Plans must be submitted in a PDF format.

Documents: Calculations, reports and other supporting documents (non-drawing files) must be uploaded as a PDF.

D. Plan Orientation: All plans must be uploaded in "Landscape" format in the horizontal position.

II. Professional

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of the application materials.

III. General

The applicant shall check each of the following items below to confirm that they are included in the application submittal package:

☐ A. Completed **General Application Form** and **Project Contact Form**.

☐ B. Application Fees

☐ C. **Greenhouse Gas Emissions Worksheet**

☐ D. If SEPA Determination is required, please see the SEPA Application checklist for submittal requirements.

☐ E. **Critical Areas Report,** if applicable, shall be prepared (see RZC Appendix 1: Critical Areas Reporting Requirements).

☐ F. **Computation Sheet** submitted for precision and areas of all streets, lots, tracts, and the binding site plan boundary. Include a summation sheet for areas. The total area of streets, lots and tracts must equal boundary.

☐ G. **Stormwater Report** prepared by a registered Civil engineer including:

1. Map of off-site areas draining on-site.
2. Preliminary stormwater calculations of 6 months, 2 year, 10 year, 25 year and 100 year storm peak flow rates for:
   - Pre Development (wooded or meadow site)
   - Post Development (proposal)
3. Approximate sizing of Stormwater Quality and Quantity Control systems.

☐ H. **Traffic Study** may be required depending upon the size of the project. Please consult with the Public Works Department.

☐ I. **Parking Analysis** may be required depending upon the size of the project. Please consult with the Planning Department.

☐ J. **Transportation Certificate of Concurrency** form must be filled out.

☐ K. **Public Notice Site Plan** showing the following information on the site plan suitable for public notice:

- Show proposed project
- North Arrow
- Street numbers and/or names adjacent to the project boundary
- Project Name
- Identify the boundaries of any critical areas

☐ L. **Public Notice Tree Preservation Plan** showing the following information on the tree preservation plan suitable for public notice:

- Show proposed project
- Highlight, in the shade of green, trees on the site designated to remain (trees that are NOT being removed)
- North Arrow
- Street numbers and/or names adjacent to the project boundary
- Project Name
- Show an "X" over each tree proposed to be removed
- Include a key stating that the "X" represents trees proposed to be removed.

☐ M. **Title Report** or **Plat Certificate** providing the full title report that is dated within 90 days of the submittal date for all parcels involved.

☐ N. **Irrigation Plan**, if required, showing proposed locations and size of irrigation backflow preventers, water meters, and sprinklers.

☐ O. **Mitigation Plan**, if required, shall be prepared in accordance with RZC Appendix 1: Critical Areas Reporting Requirements.

☐ P. **ALTA Survey** may be required by the Technical Committee in certain circumstances.

IV. FORMAT

For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made. Additionally, a sheet index must be provided on the face of all plan sets.

A. Provide plans labeled **"Cover Sheet & Site Plan"**, **"Transportation Plan"**, **"Utility Plan"**, **"Grading Plan"**, and **"Fire Plan"** (which includes all information on Cover Sheet A, attached).

B. Provide landscape and tree preservation plans labeled **"Landscape Plan"** and **"Tree Preservation Plan"** (which includes all information on cover Sheet B, attached).

Part 2: Cover Sheet A (Plan Requirements)

Instructions

All plans must be submitted in a **searchable PDF format (non-scanned)**. Files must be print ready, i.e. setup property for printing with title block, no data outside the print page area. The plans shall be drawn to an **engineering scale of 1" = 20' or larger** are required and shall be uploaded in landscape format in the horizontal position.

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.

Please check each item below and write the applicable page # to confirm the item is included on the cover sheet & site plan.

For the subject property and surrounding properties within fifty (50) feet of the subject property unless otherwise noted, including adjacent rights-of-way, the following information shall be shown. These items shall be prepared by a registered Civil engineer in accordance with **City of Redmond Design Standards**, using 1990 City of Redmond datum for vertical and horizontal control.

I. Cover Sheet & Site Plan — Section Complete? ☐

General Information

☐ a. Legal description and parcel number(s) of the subject property. Page #____

☐ b. Proposed UBC Construction type. Page #____

☐ c. Site size: gross and net (square feet and acres). Page #____

☐ d. Dwelling units allowed and proposed (residential). Page #____

☐ e. Gross floor area allowed and proposed (non-residential). Page #____

☐ f. Open Space/landscaping required and provided. Page #____

☐ g. Impervious surface allowed and proposed. Page #____

☐ h. Parking required, and provided. Page #____

☐ i. Building height allowed and proposed. Page #____

On and off-site Conditions (existing and proposed)

☐ a. Existing and proposed property lines and lots. Page #____

☐ b. Existing topography at 2-foot contours based upon an actual field survey. Larger contour intervals may be allowed on steep sites. Spot elevation of existing and proposed conditions may be shown for flat sites with no more than 5 feet of total elevation change.

☐ c. Proposed topography including heights of proposed retaining structures and rockeries

☐ d. Existing and/or proposed easements. Page #____

☐ e. Existing and/or proposed public or common use areas. Page #____

☐ f. Fences and other development features. Page #____

☐ g. Distances between existing and proposed structures on and off the subject property. Page #____

☐ h. Existing streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas. Page #____

☐ i. If the project is located within a floodplain, you must provide the Base Flood Elevation.

Additional Site Plan Information

☐ a. A title block across top of sheet with the following items in the order listed:

1. Name of the proposed development
2. Section ___, Township ___, Range ____
3. "City of Redmond, King County, Washington"

☐ b. Notation of north point with:

1. North arrow
2. Basis of bearings

☐ c. Indication of perimeter boundary, lot and right-of-way lines with a notation of bearings (or azimuth from the north), distances, and curve data. The curve data must include:

1. Radius, central angle, arc length, and tangents
2. Radial bearings for all:
   i. points of compound curves
   ii. reverse curves
   iii. beginning and/or ending of all non-tangent curves

☐ d. Define the purpose and delineate all:

1. Existing and proposed easements to be granted to the City of Redmond for public use.
2. Existing easements, proposed areas (tracts) for the common use of the property owners.

☐ e. Legal description of the subject property.

☐ f. Dedication of right-of-way by the property owner together with a provision for his/her signature and the acknowledgment of a notary public:

1. Public road declaration (see Exhibit A).
2. Private road covenant and maintenance agreement.

☐ g. Description of easement provisions.

☐ h. Storm drainage covenant.

☐ i. Certification of the land surveyor that the platting regulations have been complied with, that a proper survey was made, that the monuments have been set, and that lot and block corners have been correctly staked, together with the provisions for his/her signature and seal.

☐ j. Applicable restriction(s).

☐ k. Private easement, if necessary.

☐ l. Certification of approval by:

1. The King County Assessor and Deputy Assessor as indicated by his/her signature
2. The Redmond City Engineer as indicated by his/her seal and signature

   Use format as follows: Examined and approved per RCW 58.17.160 (i) on this day of_____, 20__. (Provide a 2 ¼"x2 ¼" clear space for City Engineer's seal.)

3. Mayor, City of Redmond – attest by: City Clerk, City of Redmond, signatures.
4. City of Redmond, Finance Director (signature)
5. King County Finance Division Certificate By Manager and Deputy Manager (signatures)

☐ m. Notarized signature of all vested owners, any mortgage holders and any adverse possession claims.

☐ n. Recording certificate with provision for the time and date of recording.

☐ o. City of Redmond addressing system.

DECLARATION (WHEN THERE IS A DEDICATION FOR ROAD PURPOSES)

Know all persons by these presents that this subdivision has been made with the free consent and in accordance with the desires of the owner or owner, and that we declare this plat to be the graphic representation of the subdivision made hereby, and we do hereby dedicate to the City of Redmond, Washington for use by the public forever, all roads and streets shown hereon, except those shown as private roads and dedicate the use thereof for all public purposes not inconsistent with the use thereof for public highway purposes, with the right to mall all necessary slopes for cuts and fill in the original reasonable grading of said roads and streets, and the right to continue to drain such roads and streets over and across any lot or lots where water may take an natural course.

As required by RCW 58.17.165, the grantor(s) hereby waive for themselves, their heirs and assigns, and any person or entity deriving title from the undersigned, any and all claims for damages against the City of Redmond, its successors and assigns which may be occasioned by the establishment, construction, or maintenance of roads and/or drainage systems within this subdivision other than claims resulting from inadequate maintenance from the City of Redmond. Further, the grantor(s) hereby agree for themselves, their heir and assigns to indemnify and hold the City of Redmond, its successors and assigns, harmless from any damage, including any costs of defense, claimed by persons within or without this subdivision to have been caused by alterations of the ground surface, vegetation, drainage, or surface or sub-surface water flows within this subdivision or by establishment, construction or maintenance of the roads with this subdivision. Provided, however, that the waiver and indemnification shall not be construed as releasing the City of Redmond, its successors or assigns, from liability for damages, including the cost of defense, resulting from the negligence of the City of Redmond, its successors or assigns.

In witness whereof, we set our hands and seals

This ____ day of _____ 20___

DECLARATION (WHEN THERE IS NO DEDICATION, USE THIS DECLARATION)

Know by all men by these presents that we, the undersigned, owner(s) in fee simple purchaser(s) of the land herein described do hereby declare this preliminary plat to be the graphic representation of same, and that said preliminary plat is made with the free consent and in accordance with the desire of the owner(s).

PRIVATE ROAD COVENANT AND MAINTENANCE AGREEMENT

Standard covenant and maintenance provision (private access road) for short plats:

1. Lot ___& ___ in this short plat are hereby granted and conveyed an undivided interest in the private access roads, as shown for ingress, egress, drainage and utilities to serve their respective lots.
2. The maintenance and repair of the private access roads shall be the responsibility of the owners of each lot having the uses thereof and each such lot will pay their equal share of the cost incurred.

UTILITY EASEMENT PROVISIONS

The owners of land hereby subdivided do hereby grant and convey to the City of Redmond, its successors and assigns (the grantee) a perpetual easement for utilities including water, sanitary sewer, storm drainage, power, telecommunications, cable TV, natural gas and other such utilities as may be developed together with the right of ingress and egress thereto across adjacent lands of grantor for these purposes. This easement and conditions shall be a covenant running with the land and shall be binding on the successors, heirs, and assigns of the owners of land hereby subdivided. The City of Redmond, its successors and assigns shall have the right without prior institution of any suit or proceedings of law, at such time as may be necessary, to enter upon said easement(s) for the purpose of installing, replacing, operating, maintaining, repairing, altering, or reconstructing said utilities or making any connections thereto without incurring any legal obligation or liability therefore;

provided that such shall be accomplished in a manner that if existing private improvements are disturbed or destroyed they will be repaired or replaced to a condition similar as they were immediately before the property was entered upon by the grantee. The grantor shall retain right to use the surface of said easements if such use does not interfere with the installation or use of said utilities. However, the grantor shall not erect or maintain any buildings or structures including, but not limited to decks, carports, hot tubes, patios, and retaining walls within the easements. Also, the grantor shall not plant trees, shrubs or vegetation having root patterns which may cause damage to or interfere with said utilities. Also, the grantor shall not develop or beautify the easement area(s) is such a way to cause excessive cost to the grantee pursuant to its restoration duties herein. The easement area(s) hereby granted are legally described as follows:

1. A strip of land 5 feet wide around the perimeter of this short plat, and
2. A strip of land 10 feet wide, parallel and adjoining dedicated rights-of-way within this short plat, and
3. Any easement shown on the face of this short plat except for easements which are specifically granted or conveyed to a person or entity other than the City of Redmond and its assigns.
4. The City of Redmond and its assigns are granted and conveyed a utilities easement in the private access roads to be used for purposes of constructing, maintaining and reconstructing public and private utility, drainage and telecommunications lines and appurtenances.

Drainage Covenant

Following the original and reasonable grading of the roads and streets shown hereon, drainage waters entering any lot or lots shall be received, and not blocked from, entering at their naturally occurring location and drainage waters shall be discharged from any lot or lots to a City-approved drainage system or, in absence of such system, at the natural location with flow rate control systems and energy dissipaters as required by City ordinance. Within each lot, the downspout and yard drains shall connect to the storm drainage system. Maintenance, operation and repair of building and lot drains serving private properties shall be the responsibility of the owner(s) of the properties served. On private property, storm drainage which do not constitute part of a continuous, constructed drainage system serving developed City property shall be maintained by the property owners.

Restrictions

1. No further subdivision of any lot or tract shall be permitted without approval of an appropriate subdivision procedure by the City of Redmond. Resubmitting for formal plat procedure.
2. Lots ___ and ___ shall not be permitted direct access to _____.
3. The landscape planter islands (if any) within the cul-de-sacs shall be maintained by the abutting lot owners (lots ____, ____ and ____).
4. No obstruction greater than twelve (12) inches in height shall be allowed within the emergency vehicle turnaround overhang area(s) graphically depicted and identified herein.
5. This short plat is subject to the conditions of the Technical Committee letter dated

_____, a copy of which is contained in City of Redmond file number _____.

Private Easement

The owner(s) of lot ____ (granter) do hereby grant and convey to the owner(s) of lot ____ and its assigns (the grantee) a perpetual easement for utilities including water, sanitary sewer, storm drainage, power, telecommunications, cable TV, natural gas and other such utilities as may be developed. These easements and conditions shall be a covenant running with the land and shall be binding on the successors, heirs, and assigns of the owner(s) of land hereby subdivided. The owner(s) of lot ____ and its assigns shall have the right without prior institutions of any suit or proceedings of law. At such time as may be necessary, to enter upon said easement for the purpose of constructing, maintaining, repairing, altering or reconstructing said utilities or making any connections thereto without incurring any legal obligation or liability therefore; provided that such shall be a manner that if existing private improvements are disturbed or destroyed they will be repaired or replaced to a

condition similar as they were immediately before the property was entered upon by the grantee. The owner(s) of lot ____ shall retain right to use the surface of said easement if such use does not interfere with the installation or use of said utilities. However, the owner(s) of lot ____ shall not erect or maintain any buildings or structures within the easement. Also, the grantor shall not plant trees, shrubs or vegetation having deep root patterns which may cause damage to or interfere with said utilities. Also, the owner(s) of lot ____ shall not develop or beautify the easement areas in such a way to cause excessive cost to the owner(s) of lot ____ pursuant to its restoration duties herein.

Acceptable normal revisions of wording:

1. Deletion of utilities not intended for the private easement;
2. Addition of utilities intended for the private easement; and/or
3. Revisions necessitated by the number of lots included in the easement.

City of Redmond Addressing System

1. Avenues run north and south (----Ave. NE)
2. Streets run east and west (NE----St.)
3. Place—parallels avenue
4. Way—parallels streets
5. Court—dead end street
6. Odd numbered addresses—west and south
7. Even numbered addresses—east and north
8. Numbers get larger going north and east
9. Any subdivision of more than four (4) lots shall be addressed off their interior access street.

II. Transportation Plan — Section Complete? ☐

Onsite Traffic Circulation (including consideration for the following)

☐ a. Backing zones (away from heavy use areas). Page #____

☐ b. Stacking/queuing of vehicles. Page #____

☐ c. Drop off zones. Page #____

☐ d. Parking areas, including stall delineation and dimensions. Page #____

☐ e. Truck/delivery areas with dimensions and turning radii. Page #____

☐ f. Parking layout (designed by a registered engineer for parking lots exceeding 200 spaces). Page #____

Pedestrian/Transit/Bike Access

☐ a. Sidewalk locations. Page #____

☐ b. Bike rack locations. Page #____

☐ c. Pedestrian circulation within parking lot. Page #____

☐ d. Connections to adjacent properties. Page #____

☐ e. Public Safety features. Page #____

☐ f. Connection from parking to building entrances. Page #___

☐ g. All existing and proposed driveways, intersections and land channelization within 150 of the subject property.

☐ h. Existing and proposed roadway improvements, including sidewalk, curb and gutter, tapers and street lights within 150 feet of the subject property.

III. Utility Plan — Section Complete? ☐

Existing and Proposed Utilities

☐ a. Location and size of water facilities, including water meters and side sewers (Design Standards available at the Permit Center). Page #____

☐ b. Location and size of sanitary sewer facilities (Design Standards available at the Permit Center). Page #____

☐ c. Location and size of storm sewer facilities. Page #____

☐ d. Power, power poles, gas, telephone and cable. Page #____

☐ e. Fire hydrants. Page #____

☐ f. Vaults. Page #____

☐ g. Boxes. Page #____

☐ h. Underground duct runs. Page #____

IV. Fire Plan — Section Complete? ☐

☐ a. Fire Department access and turnaround.

☐ b. Fire hydrants.

V. Grading Plan — Section Complete? ☐

☐ a. Profiles of existing or proposed road grades in excess of 10 percent. Page #____

☐ b. Provide a grading plan with existing and proposed contour lines at 2-foot intervals. Page #____

☐ c. Designate steep slope areas (40% or steeper and 10-ft. vertical relief or more). Page #____

☐ d. Designate areas with greater than 8 feet of cut and/or fill, adjustment from the Technical Committee required. Page #____

☐ e. Designate retaining walls and rockeries over 8 feet, adjustment from the Technical Committee required. Page #____

Part 3: Cover Sheet B (Landscape & Tree Preservation Plans)

All plans must be submitted in a **searchable PDF format (non-scanned)**. Files must be print ready, i.e. setup property for printing with title block, no data outside the print page area. The plans shall be drawn to an **engineering scale of 1" = 20' or larger** are required and shall be uploaded in landscape format in the horizontal position.

All components of the application shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of application materials.

Please check each item below and write the applicable page # to confirm the item is included on the site plan.

I. Landscape Plan — Section Complete? ☐

Conceptual Drawing (indicating the following in accordance with RZC Chapter 21.32, Landscaping)

☐ a. Existing vegetation to be retained. Page #____

☐ b. General location of proposed trees, shrubs and ground cover. Page #____

☐ c. A plant schedule providing the scientific name, common name, size and spacing of each plant as well as specie alternatives for trees, shrub masses and ground cover. Page #____

☐ d. Vegetation for blank screening. Alternatives to blank wall screening/relief could include:

- ☐ i. Material Differentiation
- ☐ ii. Texture Pattern
- ☐ iii. Color Variation. Page #____

☐ e. Parking/vehicle use area screening. Page #____

☐ f. Proposed location and species of replacement trees required. Replacement trees shall be designated as such on the plan and be distinguished from other landscape trees. Page #____

Location, Square Footage, Percentage, and Dimensions of Applicable Landscape Areas

☐ a. Interior parking lot landscaping with computation of vehicle use areas. Page #____

☐ b. Linkage system landscaping - Downtown zone only. Page #____

☐ c. Perimeter landscaping and parking lot perimeter landscaping. Page #____

☐ d. Foundation planting. Page #____

☐ e. Minimum required and proposed site landscaping (percentage). Page #____

II. Tree Preservation Plan — Section Complete? ☐

- Preliminary Tree Preservation Plan, labeled **"Tree Preservation Plan"** showing the surveyed location and drip line of all trees four (6) inches or greater in diameter at breast height (4½' above grade) within the site and for fifty (50) feet outside of the site. Individual trees shall be identified by size and species. Page #____
- Where stands of more than twenty-five (25) trees will not be disturbed, the applicant must depict the size and species name of each significant tree, with the drip line of the stand together with a note indicating the total number of significant trees within the stand. Page #____

- Each tree shown must be designated as removed, retained (**no** construction within 5 feet of the drip line), or impacted (trees proposed to remain, but have construction within the drip line or 5 foot drip line setback (only retained trees may be counted toward the 35% tree retention requirement). Page #____
- The five-foot drip-line setback shall also be shown for all trees proposed to be retained and impacted. Page #____
- A tree health assessment, labeled "Tree Health Assessment" prepared by a certified arborist shall be required for all trees on site that are 6 inches or greater in diameter. The tree health assessment shall also verify that all trees designated as retained are healthy trees.
- **Completion of Tree Preservation Summary Table (Attached)**.

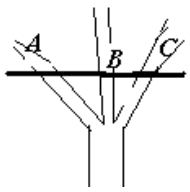
Part 4: Guidelines for Demonstrating Conformance with Tree Protection Standards

Contact: For additional information regarding these guidelines, please contact the City of Redmond's Department of Planning and Community Development at 425.556.2494 or your assigned project planner.

Description: This handout is intended to both summarize tree protection requirements and to provide a sample format for demonstrating compliance with code.

Regulations Summary: The following table summarizes the regulations related to tree preservation in the City of Redmond. For more information, please refer to RZC Chapter 21.32 Landscaping.

Measuring Trees (DBH): *Single-Trunk Trees*. Trees are measured according to their **D**iameter at **B**reast **H**eight, or "DBH". "DBH" is the diameter, measured straight across the tree trunk at 4.5' above grade.



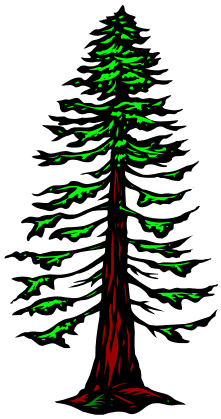
Multi-Trunk Trees. Where trees have more than one trunk or stem at 4.5' and those stems come from the same "base", the DBH for each stem at 4.5' is measured. The DBH is then the **average** of the DBHs of each the stems at 4.5' above the ground.

Example: In the picture to the left, where the horizontal dark line is at 4.5' high, the DBH would be the **average** of the diameters of A, B, & C. So, **DBH = (DBH_A + DBH_B + DBH_C)/3**

	Proposed Action and Brief Definition		
Type of Tree (DBH)	**Removal** (The tree is cut down/removed from the site.)	**Impacted** (The tree is left standing, but ground disturbance is occurring within 5' of the tree's dripline.)	**Retained** (The tree is left standing and ground disturbance is NOT occurring within 5' of the tree's dripline)
Landmark (> 30")	**Prohibited**, unless approved by an exception. A written exception request is required. Mitigation required, i.e. replacement trees at a ratio of 3:1, if exception is approved.	**Prohibited**, unless approved by an exception. A written exception request is required. Preferred over Removal.	**Required for all Landmark Trees,** unless exception is granted.
Significant (6" - 30")	Regardless of the percentage of removed trees, mitigation, i.e. replacement trees at a ratio of 1:1, are required for each removed tree.	Encouraged over Removal.	**35% of all Significant Trees Required.**
Notes	**No more than 65% of healthy Landmark + Significant Trees may be removed,** unless approved by an exception. **If approved, then** mitigation is required, i.e. replacement trees, at a ratio of 3:1 if exception is approved. Tree Replacement Performance Bond required for each replacement tree. 3 year maintenance bond required after performance.	3-year Tree Replacement Performance Bond required for each replacement tree. The bond is used if an impacted tree dies and the applicant does not replace it.	5-year Tree Preservation Bond is required for each Retained Tree. The bond is used if an impacted tree dies and the applicant does not replace it.

Arborist Report: An Arborist Report shall document (1) the trees on site and (2) any off site trees that will be impacted by clearing or other improvements within 5 feet of its drip line. At a minimum, the arborist's report shall:

- Describe the site in narrative and provide an aerial or site plan documenting the locations of tree stands.
- Describe the methodology, which must be considered the best of available science, that was used to rate each and every tree. Describe how trees were tagged in the field.



- Document through a table the following for each tree of 6" or greater in dbh: Tree Number, Species, DBH, Health, Comment on Health, and Proposed Action. The Tree Number is that number that is affixed to the tree in the field and is used to identify it on a surveyed map.
- Provide a surveyed map locating each tree, numbering each tree with its identification number, illustrating each tree's dripline, and illustrating 5' from each tree's dripline. Symbols shall be used and described in a legend to distinguish the following groups: Unhealthy Trees to be Removed, Significant Trees to be Removed, Landmark Trees to be Removed, Significant Trees to be Impacted, Landmark Trees to be Impacted, Significant Trees to be Retained, and Landmark Trees to be Retained.
- Recommend actions for impacted trees and general management, as appropriate.
- Provide a map illustrating the locations of replacement trees.
- Provide an exception request for any proposed action that would not comply with the tree protection standards, such as: removing a healthy landmark tree or having a retained tree count below the required 35%.

Summarizing Compliance with Code: The following table provides you with the format that is required for summarizing a proposal's conformance with the City's tree protection regulations. The table must appear in the Arborist Report and on the Tree Preservation Plan, both of which are part of the application. **Please include the total number of trees that are 6" or greater and the number of unhealthy trees in the report.**

Proposed Action and Brief Definition				
Tree Type	**Removal**	**Impacted**	**Retained**	**Total**
Landmark (>30" dbh)	Number of removed landmark	Number of impacted landmark	Number of retained landmark	Total Landmark Trees
	% of Removed Landmark Trees of All Trees	% of Impacted Landmark Trees of All Trees	% of Retained Landmark Trees of All Trees	% Landmark Trees of All Trees
Significant (6" - 30")	Number of removed significant	Number of Impacted significant	Number of Retained significant	Total Significant Trees
	% significant removed of all significant trees	% Impacted of all significant	% Retained of all significant	% Significant Trees of All Trees
Totals	Number of Landmark + Significant Removed	Number of Landmark + Significant Impacted	Number of Landmark + Significant Retained	Total Number of ALL Trees
	% of removed of all Trees	% of Impacted of all Trees	% of Retained of all trees	
Replacement Trees	# of Replacement Trees	N/A	N/A	# of Replacement Trees