



Department of Planning and Development

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IMPORTANT NOTICE **Effective January 17, 2017**

To: Developers, authorized registered professionals, certified arborists, and registered foresters

From: Kathy Holland 
Director, Department of Planning and Development

Through: Cyndi Sloan
Manager, Development Plan Review Section

Date: January 3, 2017

Subject: Specimen Tree Survey Submittal Process and Exemptions

The presence of specimen trees must be determined on every site proposed to be developed in order to actively pursue subsequent design alternatives that consider protection of those specimen trees and their critical root zones.

SUBMITTAL PROCESS

A complete *Specimen Tree Survey Application* must be submitted to the Development Plan Review Section. Incomplete applications will not be accepted.

Application packet may be found online at:

www.gwinnettcountry.com/Departments/PlanningandDevelopment/Forms

Within five days of an accepted Specimen Tree Survey submittal, the Department's certified arborist will contact the design professional to schedule an on-site meeting. Following that meeting the Department's certified arborist will provide the design professional with one of the following two items:

- When in agreement with the information on the specimen tree survey, the Department's certified arborist will approve the survey and provide signed arborist report.
- When there are discrepancies between the information provided on the specimen tree survey and the Department's certified arborist's findings, correction of the data and re-submittal is required.

Once the Specimen Tree Survey is stamped and approved a Specimen Tree Concept Plan is prepared and submitted to the Department. It is the policy of this Department that development plans will not be accepted for review prior to verification of specimen tree exemption or approval of the Specimen Tree Concept Plan, whichever is applicable.

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EXEMPTIONS

When a site proposed for development appears to have no specimen trees present on site, a developer may submit a *Specimen Tree Exemption Application*. If the absence of specimen trees on a site is verified by the Department's certified arborist, the developer is exempt from submitting a Specimen Tree Survey and Specimen Tree Concept Plan. Refer to the Unified Development Ordinance, Section 630-70.8, for a complete description of the following exemptions:

1. Small site (1-2 acres) where from one vantage point it is clearly visible there are no specimen trees on site.
2. A previously graded site that falls under a land disturbance permit.
3. Public or private utility easements and County greenways on private or public utility easements.

In order for the Department of Planning and Development to verify the exemption, the developer must submit to the Development Plan Review Section the following items:

- a. *Specimen Tree Exemption Application* form.
- b. A letter from the developer's professional describing the exemption and certifying there are no specimen trees on site.
- c. A boundary of the property.
- d. A \$200 review fee.

Application form may be found online at:

www.gwinnettcountry.com/Departments/PlanningandDevelopment/Forms

Should you have any questions regarding specimen tree survey submittal process, inspections or exemptions a Development Plan Review staff member is available to help and can be reached at 678.518.6000.