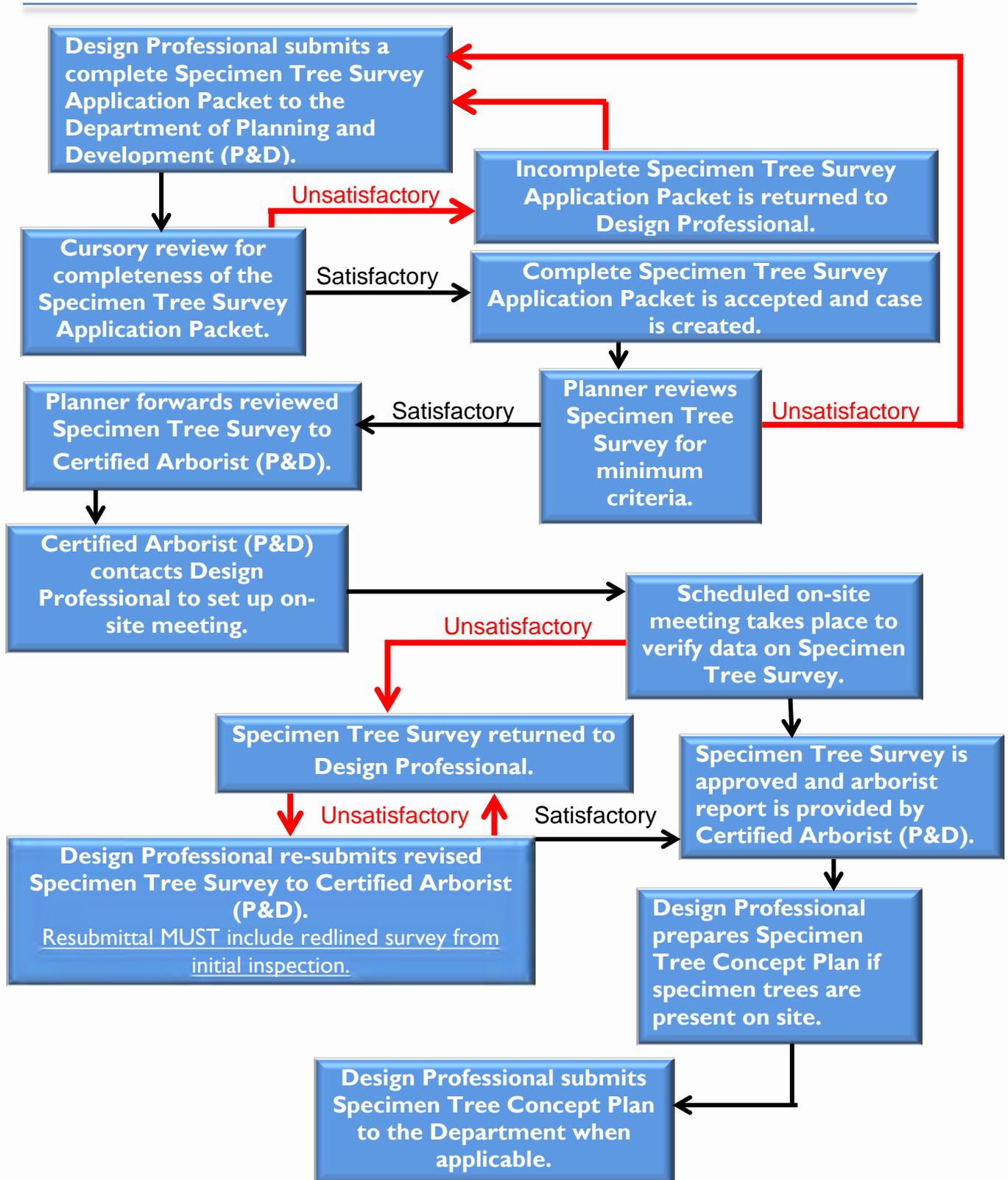




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Submittal Process for a Specimen Tree Survey



Submitted Date: _____

Specimen Tree Survey Application

STC No.: _____

<u>Project or Subdivision Information</u>	
Project Name: _____	Total Acres: _____
Address or Location: _____	
District (s): _____	Land Lot (s): _____ Parcel (s): _____ MRN: _____

<u>Developer Information</u>	
Developer (Company) Name: _____	
Address: _____	
City: _____	State: _____ Zip Code: _____
Phone: _____	Email: _____
Contact Person's Name: _____	Phone: _____

<u>Property Owner Information</u>	
<i>√ Only One:</i> <input type="checkbox"/> <i>Current Property Owner</i> <input type="checkbox"/> <i>Proposed Property Owner</i>	
Property Owner (Company) Name: _____	
Address: _____	
City: _____	State: _____ Zip Code: _____
Phone: _____	Email: _____
Contact Person's Name: _____	Phone: _____

<u>Applicant/ Authorized Registered Professional/Certified Arborist/Registered Forester Information</u>	
<small>(The Applicant/Authorized Registered Professional/Certified Arborist/Registered Forester will receive comments from the County via e-mail)</small>	
Design Professional (Company) Name: _____	
Address: _____	
City: _____	State: _____ Zip Code: _____
Phone: _____	Email: _____
Contact Person's Name: _____	Phone: _____
Applicant/Professional Signature: _____	Date Signed: _____
Applicant/Professional Printed Name: _____	

Application is **COMPLETE** and is **ACCEPTED** Application is **NOT** complete and is **REJECTED** for the following reasons:

1. _____ By: _____
Development Plan Review-Planning & Development

2. _____ **(If application is rejected Design Professional is contacted)**

Design Professional Contacted By: _____ **Date:** _____ **Time:** _____

Specimen Tree Survey Completeness Checklist

Design professional may use this checklist as a guide when preparing a Specimen Tree Survey Application Packet for a Specimen Tree Survey and inspection. Application packets must be complete in order for the Department to accept it. Incomplete application packets or partial submittals will not be accepted.

Specimen Tree Survey Application Packet:

- Specimen Tree Survey Application.
- Fee of \$200
- Two (2) copies of the Specimen Tree Survey (Specimen tree data may be submitted as a separate document or included as a table on the Specimen Tree Survey).
- One (1) compact disc with the specimen tree survey.
- For electronic submittal process select the link below:
<https://eddspermits.gwinnettcountry.com/citizenaccess/>

Specimen Tree Survey (UDO 320-20.1.A and B):

- Closed boundary survey with tie point.
- District, Land Lot, Parcel number(s) that comprise project area.
- Project name.
- Property owner name and contact information.
- Developer name and contact information (email address required).
- Design professional name and contact information (email address required).
- Existing structures and their location.
- Abandoned and existing wells and their location.
- Legible vicinity map and north arrow.
- Scale.
- Names of rights-of-way.
- Specimen tree ID number (to correspond with on-site labels).
- Size of specimen tree (DBH).
- Genus and/or common name of specimen tree.
- Description of specimen tree's condition (See table on page 5 of this packet).
- Rating.

Steps Required for a Specimen Tree Inspection when Specimen Trees are Present on the Site

- ❑ Design professional (certified arborist, registered forester, or authorized registered professional) prepares a Specimen Tree Survey on a closed boundary survey in accordance with Section 320-20.1 of the Gwinnett County Unified Development Ordinance (UDO). Specimen tree data may be attached as a separate document or included in a table on the Specimen Tree Survey. Required data and specimen tree criteria are available on page three (3) and four (4) of this packet.
- ❑ Design professional prepares the site prior to the inspection.
 - Locate and wrap specimen trees with green and white striped tape. (UDO 630-70.4.A)
 - Number the trees. (UDO 320-20.1.B.) Tree numbers to correspond to survey.
 - Locate existing wells in the field. (UDO 320-20.1.D.)
- ❑ Design professional prepares the required items listed above and:
 - Completes *Specimen Tree Survey Application* form,
 - Submits application, two (2) copies of specimen tree survey with data and a \$200 review fee to the Development Plan Review Section.
 - Allow 3 business days for processing. Application packages that meet minimum criteria are forwarded to Development Inspections Section and on-site meeting is scheduled. Incomplete application packages are returned to design professional with deficiencies noted.
- ❑ Certified arborist (P&D) contacts applicant and schedules an appointment to meet design professional on site to verify data provided on the specimen tree survey. (UDO 630-70.1).
 - Allow 3 to 5 days for a scheduled inspection.
- ❑ Certified arborist (P&D):
 - Meets design professional on site.
 - Evaluates specimen trees and inspects for data listed on the specimen tree survey.
 - When data on the Specimen Tree Survey is verified by certified arborist (P&D), Specimen Tree Survey is stamped approved and an arborist report provided.
 - Or, revisions to the Specimen Tree Survey are required.
- ❑ If County certified arborist's inspection determines specimen trees are present a Specimen Tree Concept Plan is:
 - Prepared by design professional in accordance with Section 320-20.2 of the UDO; and,
 - Submitted to the Department of Planning and Development. Application form is available on the Gwinnett County website at the link below:
http://www.gwinnettcounty.com/static/departments/planning/pdf/specimen_tree_concept_plan_review_application_form.pdf

Department of Planning and Development

446 West Crogan Street • Lawrenceville, GA 30046-2440
(tel) 678.518.6000
www.gwinnettcountry.com



Specimen Tree Exemption Application

Applicant to check enclosed items below:

- Boundary of Property Letter from Developer's Professional Review Fee (\$200)

Project or Subdivision Information

Project Name: _____ **Total Acres:** _____

Address or Location: _____

District (s): _____ **Land Lot (s):** _____ **Parcel (s):** _____ **MRN:** _____

Developer Information

Developer (Company) Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Contact Person's Name: _____ **Phone:** _____

Applicant/ Authorized Registered Professional/Certified Arborist/Registered Forester Information

(The Applicant/Authorized Registered Professional/Certified Arborist/Registered Forester will receive arborist report from the County via e-mail)

Design Professional (Company) Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Contact Person's Name: _____ **Phone:** _____

Applicant/Professional Signature: _____ **Date Signed:** _____

Applicant/Professional Printed Name: _____

Property Owner Information *If Property Owner is different than Developer, complete below*

Property Owner (Company) Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Contact Person's Name: _____ **Phone:** _____

Application is **COMPLETE** and is **ACCEPTED** Application is **NOT** complete and the following items are missing:

- Boundary of Property Letter from Developer's Professional Review Fee (\$200)

By _____ Date: _____
Development Plan Review Section – Department of Planning & Development

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