Submittal Process for a Specimen Tree Survey

1. **Design Professional submits a complete Specimen Tree Survey Application Packet to the Department of Planning and Development (P&D).**

   - Unsatisfactory

2. **Cursory review for completeness of the Specimen Tree Survey Application Packet.**

   - Satisfactory

3. **Planner forwards reviewed Specimen Tree Survey to Certified Arborist (P&D).**

   - Satisfactory

4. **Certified Arborist (P&D) contacts Design Professional to set up on-site meeting.**

   - Unsatisfactory

5. **Scheduled on-site meeting takes place to verify data on Specimen Tree Survey.**

   - Unsatisfactory

6. **Specimen Tree Survey returned to Design Professional.**

   - Unsatisfactory

7. **Design Professional re-submits revised Specimen Tree Survey to Certified Arborist (P&D). Resubmittal MUST include redlined survey from initial inspection.**

   - Satisfactory

8. **Design Professional submits Specimen Tree Concept Plan to the Department when applicable.**

9. **Specimen Tree Survey is approved and arborist report is provided by Certified Arborist (P&D).**

10. **Design Professional prepares Specimen Tree Concept Plan if specimen trees are present on site.**

11. **Incomplete Specimen Tree Survey Application Packet is returned to Design Professional.**

   - Unsatisfactory

12. **Complete Specimen Tree Survey Application Packet is accepted and case is created.**

13. **Planner reviews Specimen Tree Survey for minimum criteria.**

14. **Certified Arborist (P&D) contacts Design Professional to set up on-site meeting.**

15. **Completed Specimen Tree Survey Application Packet is accepted and case is created.**
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: _______________________

Property Owner Information

√ Only One:  □ Current Property Owner  □ Proposed Property Owner

Property Owner (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 comments 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: _____________________________________________________________________________________________

☐ 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 Application

Submitted Date: ____________________________ STC No.: ____________________________

Specimen Tree Survey Application and Request for Inspection Packet_01032017  Page 2 of 6
### Tree Survey Table for Specimen Sized Trees

<table>
<thead>
<tr>
<th>Tree ID Number</th>
<th>Size (Inches) (DBH)</th>
<th>Tree Type</th>
<th>Condition Description (UDO 630-70.3.A.2)</th>
<th>Condition Summary (Rating) (UDO320-20.1.B)</th>
<th>Not a Specimen (X)</th>
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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.gwinnettcounyt.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.gwinnettcountry.com/static/departments/planning/pdf/specimen_tree_concept_plan_review_application_form.pdf
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