



Steps for Preliminary Site Visit for Specimen Tree Inspection

(Revised February 2015)

- ❑ Developer's professional (certified arborist, registered forester, or authorized registered professional) shall prepare a Specimen Tree Survey on a closed boundary survey in accordance with Section 320-20.1 of the Gwinnett County Unified Development Ordinance (UDO) and include information on the Specimen Tree Survey regarding the condition of the specimen tree.
- ❑ Developer's professional is responsible for preparing the site prior to the preliminary site visit.
 - It is recommended the property lines be staked.
 - Locate existing wells in the field. (UDO 320-20.1.D)
 - It is recommended the wells be marked with yellow caution tape.
 - Locate and wrap specimen trees with green and white striped tape (UDO 630-70.4.A).
 - Number the trees (UDO 320-20.1).
- ❑ Developer's professional shall submit two (2) hard copies of the Specimen Tree Survey to The Department of Planning and Development, Development Inspections certified arborist.
- ❑ Developer's professional shall call Development Inspections at 678.518.6000 to schedule an appointment to meet a County certified arborist on site to inspect specimen trees (UDO 630-70.1).
 - Response to your inspection request will be returned within 24 hours.
 - Allow 3 to 5 days for a scheduled inspection.
- ❑ County certified arborist:
 - Meets developer's professional on site.
 - Evaluates specimen trees.
 - Prepares and issues an arborist report.
- ❑ If Specimen trees are present as determined by the County certified arborist's report a Specimen Tree Concept Plan (STC) shall be:
 - Prepared in accordance with Section 320-20.2 of the UDO by developer's professional; and,
 - Submitted to the Department of Planning and Development through the weekly DRCC process; and,
 - A Specimen Tree Concept Plan submittal application form completed; and,
 - A Plan Review Fee of \$200 submitted with application.
 - The Specimen Tree Concept Plan submittal 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