

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

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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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