



TREE REMOVAL AND REPLACEMENT CHECKLIST

12/2018

Shasta Lake Municipal Code Section 12.36.062 requires **Pre-Development Review** for Major Projects where it is proposed to remove more than five protected trees. The purpose of the review is to ensure that tree conservation is considered early in the planning process with respect to placement of buildings, roads and driveways, parking, utilities and other site improvements.

The following checklist is intended to identify the standard information and items that are necessary in order for the Planning Division to proceed with Pre-Development Review. Additional information may be required for certain types of projects. Please contact the Planning Division for details on your specific use.

PART 1 – PRE-DEVELOPMENT REVIEW

The following items are required for a complete application for Pre-Development Review:

1. Completed and Signed **Planning Permit Application** Form.
2. **Application and Environmental Review Fees** are required at the time the application is submitted to the Planning Division.
3. **Project Description** that summarizes the proposed use and activity, and the basis for any proposed exceptions to established development standards.
4. **A tree delineation map** shall be required for the pre-development review meeting with the Development Services Director or his/her designee. This map shall show existing grades, location and size of groups of similar trees (stands), and any trees which may be significant due to their size.
5. A **Tree Removal and Replacement Plan** as specified in Part 2 below.
6. **Conceptual development plans submitted at the pre-development review phase shall show one or more methods of ensuring that tree conservation has been considered in project design. In general, development plans shall consider the following:**
 - a. Stands of trees shall be preserved where feasible, rather than individual trees, as they provide better habitat and have a more likely chance of survival than individual trees surrounded by development. Where possible, stands of trees shall be left in place so as to connect with other stands of trees on adjacent properties, rather than separating natural treed areas with developed areas.
 - b. For residential subdivisions, the development shall consider potential neighborhood park areas and subdivision entrance areas in designating set-aside areas for the purpose of preserving trees throughout the project boundaries.

- c. The development shall be designed such that suitable land will be set aside in an open-space easement which will:
 - 1. Retain as many protected trees as are proposed to be removed; or
 - 2. When the preservation of as many protected trees as are proposed to be removed unreasonably restricts the economic potential of the property upon which the trees are situated, the set-aside area is particularly suitable for the planting and/or natural regeneration of replacement trees required to be planted by the developer.

The set-aside area shall be in addition to any area classified as "Open Space" under the policies of the Shasta Lake General Plan.

- d. In evaluating tree preservation with respect to building placement, the development shall consider the relative health and viability of trees. Healthy trees of varying ages should be considered for preservation, rather than removing several younger trees in order to save an older specimen tree, which may be over-mature.
- e. Tree locations shall be reviewed in relation to planned roads, driveways, pavement, structures, overhead utility lines and underground utility trenches, to ensure that trees will not be damaged by construction or development. If the root system of any existing tree will be significantly damaged during construction, or if the tree will conflict with any structure or improvement, the site shall be redesigned or the tree shall be designated for removal. At least forty (40) percent of the critical root zone should remain undisturbed from construction for any tree proposed to remain on site.
- f. The base of a tree shall not be paved over or encased in planters or other enclosures, which could change the grade at the base of the tree.
- g. Grading or landscaping techniques that involve backfilling of soil around trees shall be avoided.
- h. The design of structures, improvements and site grades shall conform to the natural topography of the site to the extent feasible, to ensure survival of remaining trees.
- i. The proposed site drainage plan shall be reviewed for changes to surface water runoff that would affect trees. Final site drainage shall not allow surface water to pond around the base of trees.
- j. Utility trenches shall avoid the critical root zone of any mature tree to be retained on site, or minimize encroachment to the extent feasible. The width or depth of utility trenches is not a consideration, since the cutting of roots for any size trench may damage a tree severely. To the extent feasible, utilities shall be run along the edge of driveways or other paved areas to minimize impacts to trees.

PART 2: MINIMUM REQUIREMENTS FOR TREE REMOVAL AND REPLACEMENT PLAN:

For major projects on sites containing existing protected trees, a Tree Removal and Replacement Plan shall be submitted concurrently with the formal application. Failure to provide this information will result in a determination that the application is incomplete. The Tree Removal and Replacement Plan shall contain the following information, except as otherwise waived by the Development Services Director or his/her designee, based on inapplicability to the proposed project:

1. The map shall be 18" X 26" in size, legible, and at a scale of not less than 1" = 400' with a 1" blank margin on all sides. If more than one (1) sheet is required, one (1) composite map shall be submitted along with the other required copies.
2. Accurate location map with enough information to allow staff to locate access roads and the property in the field.
3. Project name, if any.
4. North arrow, scale, and date plan was prepared.
5. Names, address, zip code, and phone number of arborist or other qualified professional who prepared the plan.
6. A plan showing the location of each tree ten (10) inches or greater DBH on the site. In cases where a project site includes a stand or stands of trees closely grouped, having a common and unbroken canopy, the entire stand rather than individual trees may be depicted, provided that the total canopy is accurately delineated.
7. A table keyed to the tree location plan, which indicates species, diameter, condition and health.
8. The location of existing or proposed lot lines, buildings, roads, driveways and other improvements.
9. Grading information of sufficient detail to ascertain whether proposed cuts and fills will affect trees proposed to be saved.
10. Trees proposed to remain after development, and trees proposed for removal
11. Details on the species of trees to be used in replanting or the trees proposed to be transplanted and their proposed location. Include a timing schedule for replanting, any special irrigation or planting requirements, and provisions and responsibility for ongoing maintenance after construction.
12. Except in cases of residential subdivisions where the information is not known at the time of tentative map submittal, locations of construction equipment staging and materials storage during construction.

13. Except in cases of residential subdivisions where the information is not known at the time of tentative map submittal, locations of proposed underground utilities or other trenching, including storm drains, sewers, area drains, gas lines, electrical service, cable TV and water mains. All lateral lines serving the site shall be shown and shall be located so as not to damage remaining trees;
14. Except in cases of residential subdivisions where the information is not known at the time of tentative map submittal, locations of overhead utility lines which could impact existing or proposed trees;
15. Locations of proposed areas of new landscaping which could impact existing trees, including type of vegetation and irrigation proposed;
16. Locations of streams, wetlands or drainage courses, and any proposed changes to drainage patterns, which could impact trees;
17. If deemed appropriate by the Development Services Director or his/her designee, a photographic record of trees affected by development may be required.