

**Preliminary Site Plan Approval**

1. Developer submits three (3) copies of **Preliminary** Tree Preservation plan to Parks and Recreation (P&R) or submits written request for variance or Waiver of Tree Preservation Standards. Note – the Preliminary Tree Preservation plan is an inventory of existing trees 4” to 10 “ DBH.
2. P&R reviews **Preliminary** Plans or request for waiver and validates the survey.
3. P&R comments, if any, will be forwarded to Planning & Building Departments.
4. Developer resubmits three (3) copies of revised **Preliminary** Tree Preservation plan based on P&R comments.
5. P&R approves **Preliminary** Tree Preservation Plan.

**Final Tree Preservation / Landscape Plan Approval**

6. Developer submits three (3) copies of the **Final** Tree Preservation / Landscape Plan and line item cost estimates (commercial only) to P&R.
7. P&R comments, if any, will be forwarded Planning and Building Departments.
8. Developer resubmits three (3) copies of revised **Final** Tree Preservation / Landscape Plan.
9. P&R sets and collects Review fees and Landscape Deposits.
10. Upon receipt of Review fees and Landscape Deposit, P&R issues approval to Planning & Building Department and signs off on project.

**Work Begins**

11. P&R advised twenty-four (24) hours prior to tree clearing operation
12. P&R monitors tree removal
13. P&R advised twenty-four (24) hours prior to landscaping operations
14. P&R monitors installation of landscape

**Developer calls for inspections**

15. Developer calls for First Implementation inspection.
16. P&R comments based on First Implementation inspection forwarded to Developer.
17. Developer calls for Final Implementation inspection.
18. P&R forwards comments to Developer, if necessary, based on inspection.
19. P&R approves implementation, releases the Landscape deposit (minus maintenance deposit -10% of approved cost estimate) and advises Building Department that P&R approves issuance of Certificate of Occupancy.
20. Minimum twelve (12) months, maximum thirty-six (36) months, later Developer calls for Maintenance Inspection. Deposit forfeited after 36 months.
21. P&R forwards comments based on Maintenance inspection to Developer.
22. Developer calls for re-inspections.
23. If P&R approves Landscape, Maintenance Deposit is refunded.