Urban Forestry Permit Submittal Drawing Checklist

The landscape plan submittal drawing should show:

- Name and address of project
- Permit number
- Name and contact information of designer and project manager
- Signed and dated seal of licensed landscape architect overseeing design
- Scale bar
- North arrow
- Topography
- GPS coordinates
- Zoning of project limits and all adjacent parcels
- Location of all overhead and underground utilities
- TN One-Call number (811)
- Tree survey inventory of existing conditions prior to construction.
- Location of all Retained trees
- Location, size, species of all Heritage Tree and trees over 24” DBH
- Tree protection fence
- Replacement trees/Street trees
- Tree Density Units (TDU) calculation worksheet
- Required Street trees
- All plant material for required landscape buffers
- Irrigation system or hose bib attachments. Must be within 100’ radius of new trees
- Plant schedule listing – type, quantity, units, Latin and common name, hybrid or cultivar name if applicable, caliper and/or height, spacing, container or root ball size
- General and Special Notes to contractor
- Low Impact Stormwater Design should be shown for review by the Stormwater Department.

Other drawings included in the submittal will include all relevant construction and installation details such as tree and shrub planting, mulching etc.