



**ZONING & FORESTRY INSPECTION CHECKLIST  
DEVELOPMENT SERVICES OFFICE**

A Landscape and Forestry inspection will be conducted to ensure that all requirements of the Zoning Ordinance and Tree Protection and Preservation Ordinance are implemented in accordance with the approved Site Development Permit Plans.

**First Step:**

The Landscape Architect shall inspect the landscaping to ensure that all landscaping was planted per the approved plans and submit a landscape concurrence letter to the Development Services Office prior to requesting a landscape inspection by Development Services.

**Next Step:**

Contact David Bost at (512) 341-3175, or Kamie Fitzgerald at (512) 671-2702, to arrange for a landscape inspection. During the inspection, staff will inspect the following to ensure compliance with the applicable ordinance sections:

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**General:**

- Signage – location, size, materials.
- Site lighting – height, mounting, fixture.
- Parking spaces – layout and quantity.
- Stacking spaces & drop off areas.

**General Landscape:**

- Plant materials – planted in locations specified per the plan.
- Landscape edging – required to separate sod from landscape beds; plastic materials are not permitted. Ensure that there are no sharp corners adjacent to sidewalks and curbs.
- Plant materials – ensure plant materials are of a good quality. Poor quality, dead, dying or damaged materials must be replaced.
- Plant materials – ensure the appropriate quantity is planted per the plant schedule.
- Plant materials - ensure adequate spacing between plant materials.
- Plant materials - ensure all tags are removed from plant material.
- Plant materials – ensure the appropriate sizes of plant materials are utilized.
- Planting methods:
  - Planting depth – top of root ball 1”-2” above finished grade
  - Tree staking – minimum 3 stakes per tree
  - Irrigation – minimum 1 flood bubbler per shade & ornamental tree
  - flood bubbler minimum 6” from trunk, staked in place
  - drip tubing staked and not visible
  - mulch – correct depth, no bare spots
- Ground-mounted equipment screening (*1 lrg. Shrub every 4 linear feet*).
- Water quality pond and detention pond screening.



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- Dumpster & trash receptacle screening.
- Outdoor storage screening – wall & landscaping.
- Loading areas – masonry wall & landscaping.

**Trees, Existing and Proposed:**

- Only container grown trees shall be planted from April 1<sup>st</sup> – September 30<sup>th</sup>. From October 1<sup>st</sup> – March 31<sup>st</sup>, container grown or balled and bur-lapped may be planted. Staff strongly encourages the use of container grown trees year around.
- If the installation of replacement trees are found to be of substandard quality, incorrectly or defectively installed or found not to be installed in accordance with the tree replacement plan and the tree technical manual, they must be replaced.
- Limb removal: Remove torn, damaged, and dead branches; rubbing branches; and sprouts and suckers
- Staking – large species trees shall be staked with 3 metal T- posts. A plastic chain lock or 10 gauge wire, cushioned with a rubber hose around the trunk may be used as tree ties. Trees larger than 4 caliper inches shall require a minimum of 3 guy wires.
- All newly planted trees shall be mulched with a minimum of 3 inches of mulch. There should be a space at least 6” between the trunk and the mulch; ensure that the root flare is visible.
- If protected trees on the site were damaged due to construction during the subdivision or site plan process, the forestry manager or zoning administrator, as appropriate, shall notify the owner in writing identifying the damaged trees and the owner shall replace the damaged trees in accordance with section 43-25.
- Irrigation – ensure drip irrigation is covered; ensure bubblers are tacked down; ensure two bubblers are used for trees 4 inches or larger , 1 bubbler for small/medium and large species trees up to 4 inch caliper.