



## Process for CIPs and Projects on City Property

<b>Application</b>	<b><a href="#">Preliminary Project Design Form (PPDF)</a> Submitted</b>	An Urban Forestry City Tree Inspector will be assigned via email to the Project within 10 business days of PPDF submittal.
<b>Reviewer Assigned</b>	<b>City Tree Inspector Assigned</b>	Project Manager Contacts the assigned City Tree Inspector to arrange a site visit. The Tree Inspector will identify trees to be retained and evaluate tree protection needs. The Project Manager will provide details about the project.
<b>Initial Visit</b>	<b>City Tree Inspector Site Visit</b>	
<b>30% Plan</b>	<b><a href="#">Inventory</a> and Tree Plan Submitted</b>	Inventory must be accompanied by a Tree/Site Plan that follows <a href="#">Tree Plan Submittal Requirements</a> . City Tree Inspector will review inventory and Tree/Site Plan for compliance with Title 11, Trees and communicate any necessary changes or outstanding requirements to the Project Manager.
<b>60% Plan</b>	<b>Plan Revisions</b>	Plan revisions must include a statement of changes (if any) and updated Tree Inventory and Tree/Site
<b>90% Plan</b>	<b>Plan Revisions</b>	If any urban forestry requirements are still outstanding, a Notice of Review will be provided with instructions on what is needed prior to issuing the permit. Upon final plan approval, permit will be issued.
<b>Final Plan</b>	<b>Permit Issued</b>	
<b>Pre-Build</b>	<b>Pre-Construction Meeting</b>	Project Manager includes City Tree Inspector in pre-construction meeting to review permit requirements.
<b>Build</b>	<b>Inspections</b>	Project Manager contacts City Tree Inspector via <a href="#">Tree Hotline</a> for all inspections required in Urban Forestry permit. (Tree Preservation, Planting, Final, Etc.)