



Pre-Construction Checklist

Land Development

Applicant Information

Name	
Company	
Address (street, city, state, zip)	
Phone	Email

Project Information

Identify the property adjoining the City-owned property or right-of-way for which the landowner or tenant is undertaking the work described in this application.

Project Name	
Project/Permit Number(s)	
Address (including Suite/Unit/Space number, as appropriate)	
Tax Map Reference Number(s)	
Tenant/Business Name	Current size of property (in acres)

General Contractor (Company)	Project Superintendent

Sitework Contractor (Company)	Project Superintendent

Landscape Contractor (Company)	Project Superintendent



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- ☐ Call 545-3218 to schedule pre-construction meeting with Land Development
- ☐ Verify construction documents and latest revision dates are the APPROVED set
- ☐ No adjustments to the plan(s) contained with the Landscape Plan Construction Documents may be made without prior approval from City of Columbia Land Development staff.
 - Field Changes – Any plan alterations including plant material substitutions must be submitted in writing to Land Development staff for approval *prior to installation*.

Tree Protection (TPZ-CRZ-SRZ):

- ☐ Install tree protection fencing **prior** to any construction activity
 - Duration: installed *prior to, and maintained throughout*, the land disturbance and construction process and may not be removed until approved at the completion of the project.
 - Tree Protection Zone (TPZ) extends one foot in radius from the tree trunk for each one inch of tree diameter (measured at 4.5' above the ground) or one-half the height of tree, whichever is larger.
- Based on damage potential, consist of:
 - Chain-link panel fencing;
 - A minimum four-foot-high wooden post and rail fence with two-inch by four-inch posts and a double one-inch by four-inch rail;
 - A minimum four-foot-high orange polyethylene laminar safety fencing mounted on wooden posts; or
 - A similar fencing method approved by the Zoning Administrator.
- **Not-allowed within protection zone**
 - Mechanical clearing
 - Trash &/or material storage
 - Concrete washout
 - Burning of debris
 - Parking
 - Toilet facilities
 - Temporary utilities



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- Trimming and pruning may only be done in strict accordance with ANSI standards
 - Topping is prohibited including crape myrtles
 - And unlawfully pruned, damaged or removed tree shall be required to be replaced
- Layout of the site utility and grading plans must accommodate the required tree protection zone. Utilities must be placed along corridors between tree protection zones when possible. If no alternative location exists, tunneling or boring at a minimum depth of 25" may be utilized, with prior approval.
- Demolition within Tree Protection Zone must be accomplished with great care. Mechanical equipment is **prohibited**. Moving fencing temporarily – only to assist in **hand removal** of debris/undergrowth
 - Fencing must be placed to the furthest extent possible to protect critical root zone while allowing demolition and must be relocated out to proper width when demolition is complete.
- In **pre-approved exceptional circumstances** where compaction might occur due to construction traffic or materials delivery through a tree protection zone, the area must first be mulched with a minimum four-inch-thick layer of wood chips. Pine straw and pine bark have limited or no effect. Where heavy equipment must encroach temporarily, layer ¾" plywood over wood chips.
- Periodic inspections will occur and Notices of Violation will be issued for non-compliance.

Landscape Installation:

- Buffers – transitional buffer plantings should be installed first in sequence of planting if installed in phases.
 - Buffer shrubs must be evergreen and must reach 6' within 5 years from planting.
- Irrigation is required for all new plant material
 - Submit as-built at end of construction if no irrigation plan was submitted/approved with construction documents
- Plant beds must contain 60% living plant material. Large areas of mulch/straw are prohibited. 75% coverage per bed within the first year from planting required.
- Refer to 17-5.3(c) GENERAL LANDSCAPING STANDARDS for minimum plant material sizing.
- Inspection Scheduling: 72 hour notice must be given

Contact Land Development (545-3218) with any questions.