



**CITY OF LAKEWOOD COMMUNITY
DEVELOPMENT DEPARTMENT
HANDOUT # 5**

TREE RETENTION PLAN REQUIREMENTS

A detailed tree retention plan shall be drawn to scale and must include the following information to be considered complete:

1. The precise location of each significant tree, which is a:
 - (a) Tree of any other species that is 9 inches in diameter or greater, at 4 ½ feet above ground.
 - (b) Garry Oak, also known as Oregon White Oak, that is 6 inches in diameter or greater, at 4 ½ feet above ground (forestry standard).
 - (c) Tree, regardless of its diameter, that is determined by the Community Development Director to be significant due to the uniqueness of the species or provision of important wildlife habitat.
2. The location of any significant tree that has been determined to be damaged or diseased pursuant to LMC 18A.50.320.A.3.
3. The location of the drip line of each significant tree.
4. The caliper size (diameter) of each tree of 3 inches or greater in diameter at 4 ½ feet above ground (forestry standard)
5. The common name of each tree (i.e. fir, spruce, maple, alder, etc.)
6. Specify which trees are intended to be retained or removed.
7. Specify the species, location, drip line and caliper size of existing trees (3 inches diameter or greater) that will be retained for retention credit.
8. Specify the number, species, and caliper size of replacement trees (minimum of 3 inches diameter at 6 inches above ground) and the location of proposed planting.
9. The tree retention plan must illustrate the location of each tree in relation to all existing and proposed development on the site including, but not limited to, the following information:
 - (a) Property lines (include lot dimensions).
 - (b) Footprint of all existing and proposed buildings and structures.
 - (c) Location of all existing and proposed public and private roads, driveway accesses and road right-of-ways and easements (access, utility, stormwater, etc.), with dimensions and road names, including curbs and gutters, sidewalks, and/or edges of pavement.
 - (d) Location of all parking areas, vehicle loading and unloading areas, other paved areas, pedestrian pathways, fences, retaining walls, trash dumpsters, outdoor storage areas, and areas reserved for future development.
 - (e) Location of all utilities, stormwater facilities and other development requiring tree removal.
 - (f) Location of all proposed landscape areas.
 - (g) Location of all riparian areas and riparian buffers, shorelines, and critical areas including wetlands, wetland buffers, habitat areas, etc.
 - (h) Limits of proposed grading on the site.
 - (i) Amount and location of fill, excavation and changes in elevation on the site.
 - (j) Protection measures (fencing, tree wells, etc.) proposed to be utilized at or outside of the drip line to prevent damage to tree roots pursuant to LMC 18A.50.320.E.1.

Additional information may be required based on the specific project and/or site. All large maps must be folded to fit into an 10 x 13-inch envelope with the application name of the plan showing.

Handouts and application forms may be revised without notice.