

Checklists and Process Maps for City-plant Option and Developer-plant Option Street Tree Agreements

Green text indicates actions undertaken by developer/Brown text indicates actions by City staff

City-plant Option (where Developer pays the City of Eugene to assume responsibility for tree establishment requirements related to a new development project)

1. Developer's Agent completes street tree agreement application form and submits the following:
 - A. Completed application form with all information fields filled in
 - B. Application fee (\$300 + \$.01 per lineal foot of new right-of-way)
 - C. Processing fee (City-plant = \$100)
 - D. Two Full-size, printed plans (40:1 scale or larger) of the proposed development showing:
 - 1. Project location and vicinity map
 - 2. North arrow
 - 3. Graphic & bar scale
 - 4. Lineal footage of City right-of-way along property lines and abutting development site, excluding Lane County right-of-way
 - 5. Street names and locations
 - 6. Lot lines
 - 7. Address & phone of applicant, developer and owner
 - 8. Storm water facilities in the right-of-way
 - 9. Legal Property Description
2. Urban Forestry staff reviews submitted materials and confirms the following:
 - A. Correct information on application form
 - B. Correct application fees and account codes for deposit
 - C. Correct processing fee (City-plant = \$100)
 - D. Two Full-size, printed plans (40:1 scale or larger) of the proposed development showing:
 - 1. Project location and vicinity map
 - 2. North arrow
 - 3. Graphic & bar scale
 - 4. Lineal footage of City right-of-way along property lines and abutting development site, excluding Lane County right-of-way
 - 5. Street names and locations
 - 6. Lot lines
 - 7. Address & phone of applicant and developer
 - 8. Storm water facilities in the right-of-way
 - 9. Legal Property Description
3. If application materials are accepted, Urban Forestry staff coordinates with PWM/POS Contract Program Coordinator to undertake the following:
 - A. Assign new contract number
 - B. Use approved template to compose new contract with required information filled in

- C. Collect any outstanding tree establishment fees and signatures from Developer on two copies of contract
 - D. Fill out contract routing form
 - E. Use approved template to compose new cover memo
 - F. Fill out signature routing slip
 - G. Route contract documents through the ranks for review and initials/signatures
4. Upon receipt of the fully-signed contract, PWM/POS Contract Program Coordinator will:
- A. Make electronic copies of full contract and supporting documents
 - B. File the paper and digital copies in the appropriate locations
 - C. Notify Contract Manager and Management Analyst of contract execution and file locations
 - D. Send Developer one original copy of the fully signed contract
5. Urban Forestry staff give notice to Public Works Engineering staff that street tree agreement requirements have been met for:
- A. Final platting, development approval, or Privately Engineered Public Improvement (PEPI) project approval
6. Urban Forestry staff monitor building activity throughout subdivision. When building activity has been completed on individual lots and residents occupy the site, Urban Forestry staff will:
- A. Conduct site inspections of potential tree planting sites and update database
 - B. Leave a street tree planting program informational brochure with instructions for residents to call if they wish to have trees planted
 - C. Respond to calls from subdivision residents requesting right-of-way tree planting
 - D. Coordinate with tree planting contractor to plant trees between October 15 and April 15th

Developer-plant Option (where developer contracts with City and assumes responsibility for street tree establishment related to a new development project)

1. Developer's Agent fills out street tree agreement application form and submits the following:
- A. Completed application form
 - B. Application fee (\$300 + \$.01 per lineal foot of new right-of-way)
 - C. Processing fee (Developer-plant, Option B = \$200)
 - D. Two printed, full-size plans (40:1 scale) of the proposed development showing the following:
 - 1. Project location and vicinity map
 - 2. North arrow
 - 3. Graphic & bar scale
 - 4. Lineal footage of City right-of-way along property lines and abutting development site, excluding Lane County right-of-way
 - 5. Street names and locations
 - 6. Lot lines
 - 7. Address & phone of applicant and developer
 - 8. Storm water facilities or other utilities that will affect tree planting in the public right-of-way
 - 9. Calculations for the cost of implementing street tree agreement
 - 10. Legal property description (to be confirmed by City Survey Technician)

- E. A complete Street Plan Narrative Report including:
 - 1. Description of procedures to be undertaken to establish street trees in accordance with Administrative Rule R-7.280 (addressing purchasing, planting, watering, and pruning)
 - 2. Total amount of annual and final inspection fees to be paid (4 x \$.25 x lineal footage of ROW)
 - 3. Calculations for required bond amount
 - 4. Certificate of Insurance
 - 5. Description of process for tracking trees during the 3-year establishment period

2. Urban Forestry staff reviews submitted materials and confirms the following:

- A. Completed application form
- B. Application fee (\$300 + \$.01 per lineal foot of new right-of-way)
- C. Processing fee (Developer-plant, Option B = \$200)
- D. Two printed, full-size plans (40:1 scale) of the proposed development showing the following:
 - 1. Project location and vicinity map
 - 2. North arrow
 - 3. Graphic & bar scale
 - 4. Lineal footage of City right-of-way along property lines and abutting development site, excluding Lane County right-of-way
 - 5. Street names and locations
 - 6. Lot lines
 - 7. Address & phone of applicant and developer
 - 8. Storm water facilities or other utilities that will affect tree planting in the public right-of-way
 - 9. Calculations for the cost of implementing street tree agreement
 - 10. Legal property description (to be confirmed by City Survey Technician)
- E. A complete Street Plan Narrative Report including:
 - 1. Description of procedures to be undertaken to establish street trees in accordance with Administrative Rule R-7.280 (addressing purchasing, planting, watering, and pruning)
 - 2. Total amount of annual and final inspection fees to be paid (4 x \$.25 x lineal footage of ROW)
 - 3. Calculations for required bond amount
 - 4. Certificate of Insurance

3. After application materials are approved, Urban Forestry staff coordinates with PWM/POS Contract Program Coordinator to undertake the following:

- A. Assign new contract number
- B. Use approved template to compose new contract with required information filled in
- C. Collect any outstanding application, processing, or inspection fees and final bond from Developer
- D. Collect signatures from Developer on two copies of contract
- E. Fill out contract routing form
- F. Use approved template to compose new cover memo
- G. Fill out signature routing slip
- H. Route contract documents through the ranks for review and initials/signatures

4. Upon receipt of the fully-signed contract, PWM/POS Contract Program Coordinator will:

- A. Make electronic copies of full contract and supporting documents
- B. File the paper and digital copies in the appropriate locations
- C. Notify Contract Manager and Management Analyst of contract execution and file locations
- D. Send Developer one original copy of the fully signed contract

5. Upon completion of initial tree planting, Developer will need to submit:
 - A. Project Arborist's initial planting report

6. Upon completion of annual establishment pruning and maintenance, Developer will need to submit:
 - A. Project Arborist's annual pruning report (one per year for three years)

7. Upon completion of three-year establish period, Developer will need to submit:
 - A. Project Arborist's final pruning report

8. Upon approval of Project Arborist's final pruning report and after final inspection, Urban Forestry staff will:
 - A. Work with Contract Coordinator to draft a bond closure, reduction or assignment transfer letter.
If all trees within project area meet final inspection criteria, a bond release authorization letter is issued to Developer. If some trees within project area fail to meet final inspection criteria, a partial satisfaction letter is issued indicating that the original bond will be released when the City receives an updated bond for establishment of the trees remaining to be accepted by the City.

9. Upon final acceptance of all trees in development, City staff will issue a bond and contract closure letter.

Process Maps



