

DEPARTMENT OF PLANNING AND PERMITTING (DPP)
Urban Design Branch

STREET TREE REVIEW AND APPROVAL PROCEDURES
August 2005

- I. Submit a minimum of two sets of plans for review to the Department of Planning and Permitting (DPP). When appropriate, DPP will route plans to other departments or agencies (e.g., Urban Forestry Division of Department of Parks and Recreation, Department of Transportation Services, Department of Design and Construction, etc.) for their review. Once comments are received and compiled, DPP will call the applicant to address concerns or make necessary corrections. Include the DPP review "Mark-up" set and DPP project reference number with each subsequent re-submittal and note any additional revisions made to street tree plans.
- II. If necessary, we will notify you to submit an itemized cost estimate of the street tree planting for bonding purposes.
 - A. Include unit costs for Trees, Palms, Root Control Barrier and Ninety (90) day Street Tree Maintenance period.
 - B. For trees/palms include quantity, size, height and caliper.
 - C. For root control barrier, include quantity, manufacturer and model number (indicate width size).
- III. For street trees in existing City rights-of-way, we recommend that a trenching permit be filed concurrently with the street tree plan to expedite the tree installation process. The trenching permit application must be filed and approved by the DPP (Attention: Chief, Civil Engineering Branch) prior to starting the work.
- IV. Upon our approval of the street tree plan(s), we will transmit a letter to the applicant with instructions to submit one (1) set of signed plans to the Department of Planning and Permitting (Attention: Chief, Urban Design Branch).

DEPARTMENT OF PLANNING AND PERMITTING
Urban Design Branch

REQUIRED INFORMATION FOR STREET TREE PLAN REVIEW AND APPROVAL
August 2005

- I. Show the following information on a 22" x 34" drawing (see attached sample):
 - A. On the title block and lower right side margin
 1. Project name
 2. Location (i.e., Mililani Town, Oahu, Hawaii)
 3. Tax Map Key Number
 4. Department of Planning and Permitting (DPP) Project Reference Number
 5. Street Tree Planting Plan
 - B. Location map (with north arrow and scale)
 - C. North arrow
 - D. Scale (1" = 40' minimum size; note: drawing scale should be consistent with construction plan set; larger scaled drawings may be more appropriate to accommodate the necessary information)
 - E. Tree/palm/root control barrier locations
 - F. Utility lines (civil and electrical)
 - G. Fixtures (street lights, drains, catch basins, driveways, fire hydrants, etc.)
 - H. Traffic control signage (note: for larger construction plan sets, street tree locations must also be shown on traffic control signage plan)
 - I. Curve and intersection sight line distance clearance
 - J. Match lines
 - K. Parcel designations (i.e., lots, land use)
 - L. Property lines
 - M. Plant list
 1. Trees/palms
 - a. Symbol (optional)
 - b. Quantity
 - c. Common name
 - d. Botanical name
 - e. Size (25-gallon container minimum)
 - f. Height (8-foot trunk height minimum)
 - g. Caliper (2-inch caliper minimum)
 2. Root control barrier
 - a. Symbol (optional)
 - b. Quantity (total lineal feet)
 - c. Manufacturer
 - d. Model No. (indicate width size)

REQUIRED INFORMATION (cont'd)
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- N. Street tree notes (see attachment)
 - O. Street tree planting detail (see attachment)
 - P. Signature approval lines (see attachment)
 - Q. Roadway sections (if required)
 - R. Additional details (if required)
- II. Cover letter or transmittal addressed to the Department of Planning and Permitting (Attention: Chief, Urban Design Branch) that includes the following:
- A. Title of project (as noted on the title block)
 - B. Tax Map Key Number (nearest abutting project)
 - C. DPP Project Reference Number
 - D. Stage of review (e.g., first submittal, second submittal, etc.)
 - E. Estimate for bonding purposes (as required)
 - F. Photographs (if street trees are to be located within existing rights-of-way)

DEPARTMENT OF PLANNING AND PERMITTING
Urban Design Branch

STREET TREE NOTES
August 2005

1. Upon installation of the street trees, the installer/contractor shall contact the Department of Parks and Recreation (DPR), at 971-7151 to schedule an inspection of the trees(s) installation. Notification must be given at least seven (7) days prior to pre-maintenance and final inspections. A notice of acceptance will be issued by the Department of Parks and Recreation when they have determined the trees have been properly installed and maintained.
2. The street tree maintenance period shall be for ninety (90) calendar days or until project maintenance has been assumed by abutting property owner.
3. The standard City and County of Honolulu, Department of Parks and Recreation Specifications for street tree planting and landscaping shall be made part of the construction documents.
4. Street tree plans that have been revised or projects that haven't started construction within two (2) years of the date of the Department of Planning and Permitting's (DPP) approval will be subject to re-approval. When substitution of tree types are requested by the developer or contractor due to unavailability, the plans shall be revised (after notification of tree selection) and (the plans) submitted for re-approval.
5. Prior to acceptance of the tree installation by the Division of Urban Forestry, Department of Parks and Recreation, the street tree installer is required to submit reproducible As-Built plans to the Department of Parks and Recreation.
6. Approval is for street tree planning within the road right-of-way only. It is not an approval of the planting and irrigation plan outside of the road right-of-way.
7. The City shall be responsible to trim the tree(s). The Community Association, homeowner or lot owner is responsible to maintain the tree(s) and any irrigation system and pay for water and electricity as required for maintenance of the street trees and planting strips within the road rights-of-way abutting their properties.
8. The contractor shall be responsible for obtaining a permit to Excavate Public Right-of-Way (Trenching Permit), prior to commencing work.

STREET TREE NOTES (cont'd)

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9. The street lighting system shall be kept operational during construction. Any relocation required shall be approved by the Mechanical/Electrical Design and Engineering Division, Department of Design and Construction, and paid for by the contractor.

10. The contractor shall be responsible for any damages to the City's existing street lighting facilities, traffic signal facilities (including the traffic signal interconnect system, communications fiber optic cable system and traffic signal fiber optic cable system). Any and all damages to these facilities shall be repaired by the contractor at his cost in accordance with the requirements of the City and County of Honolulu.

STREET TREE LIST

SYMBOL	QUANTITY	COMMON NAME	BOTANICAL NAME	SIZE	TK. HEIGHT	CALIPER
L.F. ROOT CONTROL BARRIER (MANUFACTURER, MODEL NO.)						

STREET TREE NOTES

1. _____
2. _____
3. _____
4. _____
5. _____



STREET TREE PLAN

Scale = (1" = 40'-0" min. size, 1" = 20'-0" max. size)

APPROVED BY:

[Signature]
 Chief, Site Development Division, DPB Date

APPROVED BY:

 Chief, Urban Design Branch, DPP
 (For Street Trees Only, Sheets 1 to ...)



LOCATION MAP

Scale _____

ADDITIONAL DETAIL
(if required)

ROADWAY SECTION
(if required)

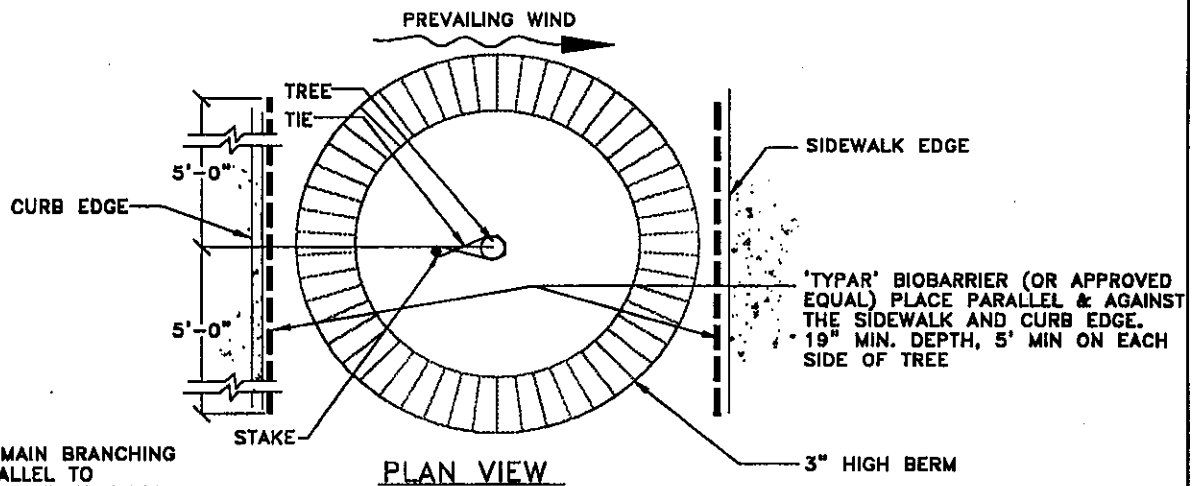
STREET TREE PLANTING
DETAIL



PROJECT NAME
 LOCATION
 TMK NO.

STREET TREE PLAN

PROJECT NAME, LOCATION, TMK NO., DPP PROJECT REF. NO.



NOTE:
DIRECTION OF MAIN BRANCHING
SHALL BE PARALLEL TO
PLANTING STRIP AND NOT INTO
ROADWAY.

DO NOT STAKE THROUGH ROOTBALL

2" DIA X 8' LONG REDWOOD OR TREATED
TREATED STAKE OR ACCEPTABLE W/ DPR,
BEAUTIF. DIV., HAMMERED INTO SUBGRADE,
AVOID ROOTBALL. DO NOT ALLOW TREE
TO RUB AGAINST STAKE, PROVIDE ADDITIONAL
STAKES AS REQUIRED

LET TOP OF TREE SWAY— SECURE BOTTOM
OF TREE WITH FLEXIBLE RUBBER/PLASTIC
TREE TIE WRAPPED AROUND TRUNK AND
STAKE IN FIGURE EIGHT, SECURED WITH ONE
GALV. NAIL THROUGH TIE AND STAKE.
MINIMUM TWO TIES AS REQUIRED TO HOLD
BOTTOM OF TREE STRAIGHT AND SECURE.

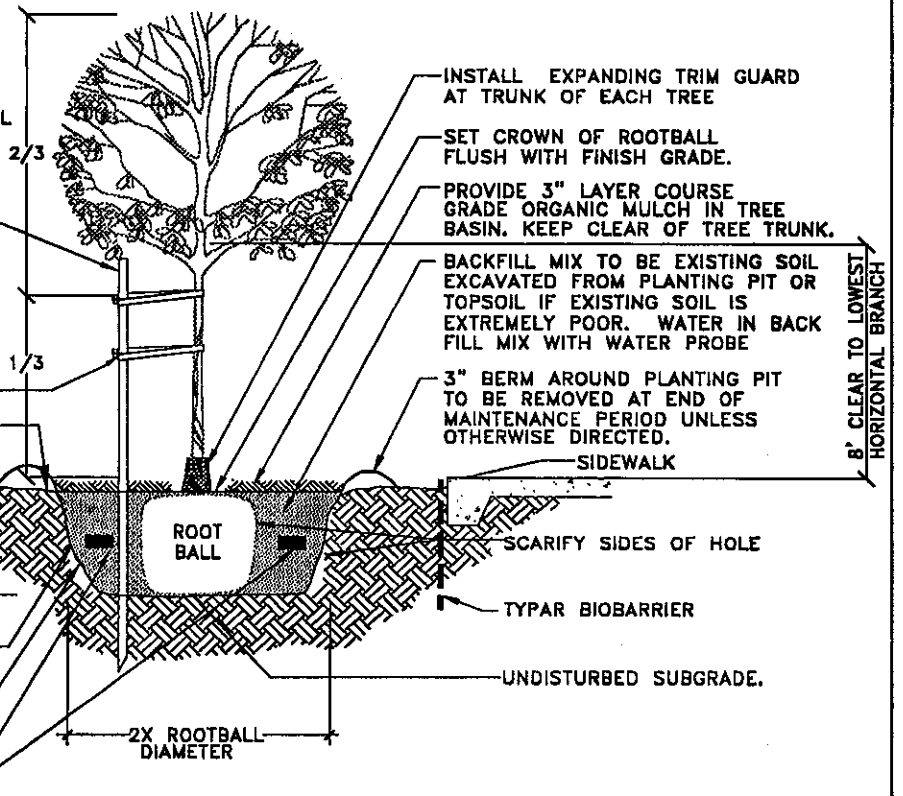
FINISH GRADE.
CURB

PLANT PIT DUG TO
THE DEPTH OF
ROOTBALL

LOOSEN SIDES OF PLANTING PIT W/ PICK

SLOPE THE SIDES OF THE PLANT PIT

SLOW RELEASE TABLETS SPREAD EVENLY
AROUND ROOTBALL AT MID DEPTH KEEP
AWAY FROM ROOTBALL



INSTALL EXPANDING TRIM GUARD
AT TRUNK OF EACH TREE

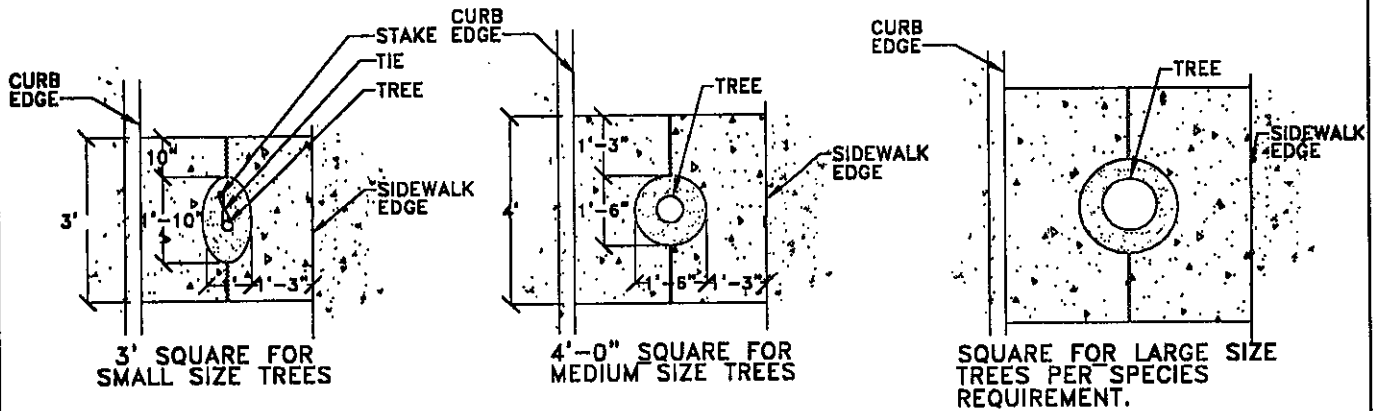
SET CROWN OF ROOTBALL
FLUSH WITH FINISH GRADE.

PROVIDE 3" LAYER COURSE
GRADE ORGANIC MULCH IN TREE
BASIN. KEEP CLEAR OF TREE TRUNK.

BACKFILL MIX TO BE EXISTING SOIL
EXCAVATED FROM PLANTING PIT OR
TOPSOIL IF EXISTING SOIL IS
EXTREMELY POOR. WATER IN BACK
FILL MIX WITH WATER PROBE

3" BERM AROUND PLANTING PIT
TO BE REMOVED AT END OF
MAINTENANCE PERIOD UNLESS
OTHERWISE DIRECTED.

8' CLEAR TO LOWEST
HORIZONTAL BRANCH



**PLAN VIEW
POROUS TREE WELL COVERS**

NOTE:
DIRECTION OF MAIN BRANCHING SHALL BE PARALLEL TO PLANTING STRIP AND NOT INTO ROADWAY.

2" DIA X 8' LONG LODGE POLE STAKE, HAMMERED INTO SUBGRADE, AVOID ROOTBALL. DO NOT ALLOW TREE TO RUB AGAINST STAKE. PROVIDE ADDITIONAL STAKES AS REQUIRED.

LET TOP OF TREE SWAY- SECURE BOTTOM OF TREE WITH FLEXIBLE VINYL TREE TIE WRAPPED AROUND TRUNK AND STAKE IN FIGURE EIGHT, SECURED WITH ONE GALV. NAIL THROUGH TIE AND STAKE. MINIMUM TWO TIES AS REQUIRED TO HOLD BOTTOM OF TREE STRAIGHT AND SECURE.

PLANT PIT DUG TO THE DEPTH OF ROOTBALL

DO NOT STAKE THROUGH ROOTBALL (SEE PLAN VIEW ABOVE)

"AGRIFORM" TABLETS (10) SPREAD EVENLY AROUND ROOTBALL AT MID DEPTH KEEP AWAY FROM ROOTBALL

