



Demolition & Tree Removal Submittal Checklist

The following is a checklist of items required to be identified on demolition and all tree removal plans. The list is not an all-exhaustive list and does not take the place of the City of Spring Valley Village Code of Ordinances or the Adopted International Codes. This is simply a guideline for base information to be submitted for plan review. It is not a substitute for, nor does it include everything to be indicated on a complete plan submittal package. **All items listed below MUST be provided unless otherwise approved by the Director of Community Development. Submissions consisting of multiple individual pages of plans will NOT be accepted and will returned back to applicant at the time of submission, please review the submittal guidelines page of this packet.**

PROJECT INFORMATION	
Address:	
Contractor:	Date:
Contact Phone:	
Email Address:	

Prior to the issuance of any building permit, a tree survey and tree disposition plan shall be submitted, this includes the construction of residential accessory structures. (**Exemptions can be found in Chap 3. Sec. 3.1002**)

DEMOLITION & TREE REMOVAL SUBMITTAL CHECKLIST		
1.	<input type="checkbox"/>	Provide a complete and accurate demolition and/or tree permit application
2.	<input type="checkbox"/>	Tree Survey (produced by an architect, engineer, or surveyor) (Chap. 3 Sec. 3:1002)
2.	<input type="checkbox"/>	Tree Disposition Plan (produced by landscape/tree professional) (Chap. 3 Sec. 3:1003)
3.	<input type="checkbox"/>	Site Plan or Survey of property showing location of all structures

The following is a list of important information that should be noted on the plan set submitted for review. If these things are not indicated, it may result in plans having to be resubmitted causing delays in your project.

IMPORTANT INFORMATION TO BE NOTED ON PLANS		
TREE SURVEY		TREE DISPOSITION PLAN
1.	Identify species, size in diameter and location (i.e. trunk location) of each tree on subject lot	Indicate each tree or group of trees ten (10") inches in diameter or larger that are being protected
2.	Identify proposed trees to be removed	Tree Protection Fencing (Chap. 3 Sec. 3.1003(1))
3.	Identify species and size in diameter of all remaining and proposed trees	Tree Protection Required Signage (Chap. 3 Sec. 3.1003(1) and Chap. 3 Sec. 3.1000 "Exhibit C")
4.	North arrow, scale, name, address, and profession or occupation who prepared survey; Name of owner/developer of lot	Tree Protection Requirements during construction and concrete work (Chap. 3 Sec. 3.1003(2) – Sec. 3.1003(6))

