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)
Page 2

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)
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.
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

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<tr>
<th>SYMBOL</th>
<th>QUANTITY</th>
<th>COMMON NAME</th>
<th>BOTANICAL NAME</th>
<th>SIZE</th>
<th>TK. HEIGHT</th>
<th>CALIPER</th>
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**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:

Chief, Site Development Division, DPP Date

APPROVED BY:

Chief, Urban Design Branch, DPP Date

(For Street Trees Only, Sheets 1 to...
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.

PLANT PIT DUG TO THE DEPTH OF ROOTBALL

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 OF 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 BACKFILL MIX WITH WATER PROBE.

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

SCARIFY SIDES OF HOLE

UNDISTURBED SUBGRADE.

STREET TREE PLANTING DETAIL
**STREET TREE PLANTING DETAIL (WITH COVER)**

**Plan View**

**Porous Tree Well Covers**

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 galvanized 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.

**NOTE:** Direction of main branching shall be parallel to planting strip and not into roadway.

Install expanding trim guard at trunk of each tree.

Set crown of rootball flush with finish grade.

Finish grade.

Backfill mix to be existing soil excavated from planting pit.

Roughen sides of hole and rootball.

'Typar' Biobarrier (or approved equal) place parallel against the sidewalk and curb edge. 18" Min. depth, 10" Min. on each side of tree.

Undisturbed subgrade.