



PERMITTING CHECKLIST FOR RIGHT-OF-WAY PLANTING STRIP PROJECTS

- Project documentation has been prepared for submittal, including a dimensioned sketch showing the location of each proposed tree planting (by species) in relation to site features.
- Project documentation has been prepared for submittal showing the contact information for each adjacent property owner for proposed tree planting locations.
- Planting locations have been indicated on site using temporary marking paint for verification of location by Parkways staff.

TREE SPECIES SELECTION

- PLANTING STRIP WIDTH:** Has an appropriate species been selected based upon the width of the planting strip?
 - *If the planting strip less than 4 feet wide, a small species of less than 40 feet at maturity should be selected.*
 - *Live oak trees MAY be considered on a strip less than 4 feet wide if there is a precedent for live oak trees on the corridor.*
- UTILITY LINES:** Has an appropriate species been selected based upon the absence/presence of overhead lines?
 - *If three phase overhead power lines are present, an appropriately small species without a central leader trunk should be selected .*
 - *If high tension power lines (high voltage transmission lines) are present, permission from Entergy must be obtained prior to planting.*
 - *If communication lines are present, no size limitations apply.*
- SPECIES:** Is the tree species likely to be approved by Parkways?
 - *Species must be adapted to the climate and soils of the urban landscape of New Orleans.*
 - *Species must have a medium to long life span.*
 - *Species must be free of structural defects such as a tendency to drop large limbs or trunk splitting.*
 - *Species must have a growth form that will not impede site functions (for example, a low branching habit can impede pedestrian or vehicular passage on narrow planting strips).*
 - *Species must not have other environmental or horticultural defects, such as invasive exotic tendencies or susceptibility to diseases or insect infestations.*
 - *The anticipated size of the species at maturity should be in scale with the corridor.*

TREE LOCATION

- Does the proposed spacing between trees account for the eventual mature canopy size of the species, including the existing vegetation nearby?
- Is the proposed planting location a minimum distance of 25 feet away from corner intersections? (measured from the Street Side of the curb of the perpendicular street)
- Is the proposed planting location more than 10 feet away from street signs? (for example, a "No Parking" or "School Zone" sign)
- Does the proposed planting location allow for a loading clearance zone of 40 feet at bus stops?
- Is the proposed planting location at least 20 feet or more from a stop sign?
- Is the proposed planting location at least 5 feet or more from all driveways (or 10 feet for live oak and cypress trees)? (measured from the edge of the actual drive, not the flare)

- Is the proposed planting location sufficiently distanced from street light poles?
- For tree selections with a mature canopy height over 40 feet: Is there a street light within 20 feet of the proposed location?
- For tree selections with a mature canopy height under 40 feet: Is there a street light within 10 feet of the proposed location?
- Is the proposed planting location 15 feet or further away from utility poles? (Trees less than 20' tall at maturity may be closer)
- Is the proposed planting location 10 feet or further away from fire hydrants?
- Is the proposed planting location sufficiently distanced from utility connections and other underground utilities, per LA One Call markings?
- Utility boxes - maintain 10 foot clearance in front and 6 foot clearance on sides and back.
- For small to medium trees: Is the proposed planting location a minimum distance of 5 feet from in-ground house utility lines and connections?
- For large tree species: Is the proposed planting location a minimum of 10 feet from in-ground house utility connections?
- Is the proposed planting location sufficiently distanced from catch basins/curbside drainage grates?
- For small to medium trees: Is the proposed planting location a minimum distance of 5 feet from a catch basin or curbside drainage grate?
- For large tree species: Is the proposed planting location a minimum distance of 10 feet from a catch basin or curbside drainage grate?
- Is there an intact curb to protect the proposed tree from vehicular traffic or parked cars?
- Is there a minimum of 24 square feet of unpaved planting area available for each proposed tree?
- Will site operations, such as mailboxes, entryways, etc. remain unimpeded by the location of the proposed tree?
- Is the proposed tree location free from utility pole overhead guy/tension support wire?

ADDITIONAL CONSIDERATIONS

- INSTALLATION SIZE:** Is the proposed tree at least 2 inches in caliper?
- If not, has the adjacent property owner or an organization accepted responsibility for the tree maintenance until the tree meets the Parkways standard 2 inch caliper trunk size requirement? (Trees less than 5 feet in height will not be considered)
- Include the estimated timeline for the extended maintenance period with the application request with the documentation.
- Has permission been obtained from the adjacent property owner?
- If the adjacent property is vacant or contains abandoned structures, refer to Tax Assessors website (<https://www.qpublic.net/la/orleans/search.html>) to contact owner for approval.
- Consider the potential impact to the tree from future development, such as structural placement, potential drive way locations, etc.
- Is proposed planting location free of standing water and water line leaks?
If no, contact Sewerage and Water Board for repair, which must be completed prior to planting.
- Is the planting location free of abandoned vehicles and dumped debris?
If no, contact 311 to report for removal, which must be completed prior to planting.
- Has the plan for weekly watering for the one year establishment period been completed?
Please indicate each location where the adjacent property owner will be responsible for watering in the documentation.
- Is the proposed planting location free of upcoming street or other public works?

- *Check Roadwork NOLA project listings and if work is scheduled. Depending on the scope of work and timeline, consider delaying the project in order to protect the trees from potential construction damage.*