



## **CITY OF NOVI** **LANDSCAPE AND TREE INSPECTION CHECKLIST**

***TO BE COMPLETED PRIOR TO THE REQUEST OF A COMPLETED LANDSCAPE, STREET TREE OR WOODLAND REPLACEMENT TREE INSPECTION. PLEASE SUBMIT THIS FORM WITH THE REQUEST FOR PRIVATE DEVELOPMENT INSPECTION FORM.***

Prior to requesting a project inspection by the City of Novi, this form must be completed and submitted to Sarah Marchioni in the Community Development Department. Substantial completion of and quality installation of the landscape is expected. Inspections will be conducted during normal business hours (weekends and holidays excluded). The following list includes the minimum tasks to be verified, initialed, and designated as complete by the Applicant, Project Landscape Architect or the Landscape Contractor. Appropriate items also apply to Street Tree and Woodland Replacement Tree installations.

### **Landscape Areas/ Required Trees**

#### **Plant Materials**

- \_\_\_\_\_ All plant materials on the approved landscape plans must be installed at the time of inspection and be in a healthy, growing condition.
- \_\_\_\_\_ All trees and shrubs are the appropriate size as indicated in the Landscape Design Manual and Approved Site Plan.
- \_\_\_\_\_ All trees have a single central leader.
- \_\_\_\_\_ All dead and broken branches have been pruned out.
- \_\_\_\_\_ Plants exhibit no signs of disease or infestation.
- \_\_\_\_\_ All trees and shrubs are the correct species as identified on the approved Landscape Plan.
- \_\_\_\_\_ Any proposed plant substitutions have been previously approved in writing by the City of Novi (must be included with this report).

#### **Plant Installation**

- \_\_\_\_\_ Plants are correctly spaced and planted according to the Landscape Design Manual and Approved Site Plan. Plants are upright and straight.
- \_\_\_\_\_ All trees planted at or slightly above existing grade (trunk flares exposed at grade). If the trees are planted too deep, they will have to be replanted at the correct grade. The trees may be planted 2" above grade on extremely wet sites.
- \_\_\_\_\_ Quality planting mix is incorporated in to the soil in planting areas.
- \_\_\_\_\_ All trees and shrubs have a 2-4" layer of mulch on the planting area, per the accepted City of Novi details. Shredded hard wood mulch is used and of uniform depth and mulch is placed with a 3" circle of bare soil around the plant stem. No mulch is touching the trunk of the tree.
- \_\_\_\_\_ Trees are staked according to the City of Novi's Planting Detail.
- \_\_\_\_\_ Burlap and planting baskets have been removed from top 1/3 of the rootball and lateral cuts have been made to the remaining wire basket.
- \_\_\_\_\_ All tags, labels, shipping wrap & twine has been removed from the plants.
- \_\_\_\_\_ Planting holes are at least three times the size of the plant rootball.

**General Landscape**

- \_\_\_\_\_ Berm height, slope, and crest are in accordance with the approved site plan.
- \_\_\_\_\_ A uniform, well defined bed edge is established.
- \_\_\_\_\_ Plant beds have no weeds, debris, stones, or ruts.
- \_\_\_\_\_ All landscape areas have proper drainage that prevents excess water from standing on lawn areas or around trees and shrubs.
- \_\_\_\_\_ Irrigation is in place and functioning to insure plant survival. All landscape areas also have proper drainage that prevents excess water from standing on lawn areas or around trees and shrubs.
- \_\_\_\_\_ Any and all construction and installation debris have been removed and properly disposed.
- \_\_\_\_\_ All walks, parking and access pavement has been swept clean.

**Seed/Sod Areas**

- \_\_\_\_\_ All sod/grass is healthy and well established.
- \_\_\_\_\_ Lawn areas have no low spots, ruts, stones or debris.
- \_\_\_\_\_ Grades meet existing hardscape levels, including sidewalks, driveways and curbing. All earth grades are uniform and even.
- \_\_\_\_\_ Quality topsoil to a depth of 2" has been placed before any seed or sod is installed.
- \_\_\_\_\_ All seeded areas are protected with straw mulch and held in place with netting until a permanent lawn is established.
- \_\_\_\_\_ All sod/seed shall be installed only after irrigation system has been completely installed and approved.
- \_\_\_\_\_ Storm basin areas have been properly seeded with a natural seed mix to remain unmown.

**An inspection will not be scheduled until this form and the Request for Private Inspection form have been properly completed and submitted through Sarah Marchioni, (248) 347-0430 or [smarchioni@cityofnovi.org](mailto:smarchioni@cityofnovi.org), in the Community Development Department.**

If there are any questions regarding the above, contact the City Parks & Forestry Operations Manager at (248) 347-0401 or the City Landscape Architect at (248) 735-5621.

Contact Information (Please Print):

Project Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_