

INSTRUCTION SHEET

CONSTRUCTION/TREE PRESERVATION PLAN

1. Complete the top of the Construction/Tree Preservation Plan listing the name, address, and phone number of the property owner and contractor.
2. Provide a sketch in the space provided on the Construction/Tree Preservation Plan or a plat, indicating the following:
 - a. location of the house, driveway, and any outbuildings
 - b. location of the proposed work to be completed (indicate the routes for all utilities)
 - c. location of all trees within 75 feet of the proposed work to be completed
 - d. location of stockpiling (soil and materials)
 - e. location for parking of construction vehicles and any heavy equipment
 - f. location of fencing to be used as protective barriers
 - g. the ingress and egress for all construction vehicles
 - h. location of any dumpsters
3. Complete the questions on page 2.
4. All permit meetings are scheduled for Monday mornings at the following times: 8:45, 9:30, 10:15, and 11:00. To make an appointment, contact City Hall at 245-4654. During certain times of the year, appointments fill up quickly. The permit application must be returned to City Hall no later than 5:00 p.m. the Friday preceding the Monday morning meeting.
5. **For your protection, both the property owner and the contractor must be present at the meeting to discuss the project and sign the permit.** If the homeowner is not able to attend, the homeowner must provide a letter stating so, confirm that s/he concurs with what the contractor will be presenting, and that the homeowner will agree to abide by all recommendations made by the City Forester. The letter must be turned in at the time the permit is submitted.
6. **Before beginning construction, please present a copy of the Jefferson County building permit to City Hall.**

CITY OF ANCHORAGE

Permit # _____

CONSTRUCTION/TREE PRESERVATION PLAN

Type of Project to be Completed

Application Date

Property Owner's Name

Phone Number

Property Address of Proposed Work

Mailing Address of Property Owner (please include zip code)

Contractor's Name

Phone Number

Fax Number or Email Address

Use the space below, or an attachment, to provide a detailed drawing of the proposed work. Both professional drawings or detailed sketches are accepted. Mark all trees within 75 feet of the proposed work.

**BOTH THE PROPERTY OWNER AND THE CONTRACTOR MUST BE PRESENT AT THE MEETING
OR THE PERMIT WILL NOT BE ISSUED.**

To be completed at the on-site meeting:

I agree to comply with the provisions as stated above and am aware that failure to do so can result in stop work orders and/or fines. Copies of ordinances are available at Anchorage City Hall, P. O. Box 23266, Anchorage, KY 40223, and are available online at www.cityofanchorage.org. This permit is not valid until all required signatures are obtained and a permit number has been issued by the City.

Contractor/Builder

Property Owner

City Forester

Date

Any changes to an approved plan requires a new permit. Contact City Hall at 245-4654 to schedule an appointment.

Please answer the following questions:

1. Indicate the types of equipment to be used for clearing, grading, and digging, and provide a statement describing the plan to limit their access to tree preservation areas on the property.
2. State the methods of disposal of chemicals, paints, solvents, and other substances that are toxic to plants.
3. State the areas to be used for stockpiling and trash and the process for removal.
4. What type of signs and fencing will be posted indicating the protected areas?
5. State the minimum number of trees to be planted after the work has been completed.