



CITY OF SAINT PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS

375 JACKSON STREET, SUITE 220

ST. PAUL, MINNESOTA 55101-1806

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Visit our Web Site at www.stpaul.gov/dsi

TREE PRESERVATION PLAN

WHAT IS A TREE PRESERVATION PLAN?

A Tree Preservation Plan is a site plan that shows:

- The existing trees on the site (including trees to be removed)
- New trees that will be planted
- Existing and proposed grading
- New development on the site (such as buildings, pavement, changes to existing grades)
- Proposed measures to protect existing trees near construction area

WHEN IS A TREE PRESERVATION PLAN REQUIRED?

A plan is required for any development:

- In the city's Tree Preservation District (located south of Lower Afton Road in Highwood)
- Anywhere in the city for residential development that affects slopes steeper than 12%

For these developments, a Tree Preservation Plan must be submitted before the city will approve any application for:

- Site plan review, grading permit, lot split or plat (This requirement is waived if the applicant can demonstrate that there are no existing trees within the limits of the area that will be disturbed by construction)
- A building permit that requires the removal of a tree 12 inches in diameter or larger

No grading, tree removal or other site preparation can occur until a Tree Preservation Plan has been approved.

SUBMITTAL REQUIREMENTS

For any project that requires a Tree Preservation Plan, the following must be submitted to the City of Saint Paul's Department of Safety and Inspections at 375 Jackson, Suite 220, Saint Paul, MN 55101

- **Application Form:** A Site Plan Review application must be filled out
- **Application Fee:** Application fee for reviewing plan is **\$273**
For projects that require Site Plan Review, the fee is added to the standard for fee for Site Plan Review and paid when the site plan is submitted for review
For projects that do not require Site Plan Review, the fee for reviewing the plan is **\$273**. **(Site Plan Review is required except for one and two family homes on sites without steep slopes)**
- **Tree Preservation Plan:** Five copies of the Tree Preservation Plan must be submitted with the application. The plan must be drawn to scale (such as 1" = 20')

WHO CAN PREPARE A TREE PRESERVATION PLAN?

The plan must be prepared by a registered landscape architect, forester or land surveyor

PRESERVING EXISTING TREES

- **Site planning to avoid trees:** An inventory of existing trees must be done. The house, driveway, decks, etc. should be located to avoid large trees as much as possible. Grading should minimize cut and fill over tree roots
- **Protecting trees during construction:** Trees that will be preserved must be protected from damage during construction. The most common method is installing construction fence around the trees that will be saved. Construction

fence should be installed at the drip line of the tree or as close to the drip line as possible. A detail showing how to install this fence is shown on this handout and must be added to the plan

PLANTING REPLACEMENT TREES

While development should save as many trees as possible, it is recognized that some trees may have to be removed. Trees removed for development or reasonably anticipated to be lost due to development must be replaced according to the following requirements:

- Individual trees of at least 12 inches in diameter but less than 18 inches in diameter must be replaced on the basis of one replacement tree for every one tree removed
- Individual trees of at least 18 inches in diameter but less than 24 inches in diameter must be replaced on the basis of two replacement trees for every one tree removed
- Individual trees of 24 inches in diameter or larger shall be replaced on the basis of three replacement trees for every one tree removed

Some trees may be removed without replacement trees being planted. These are trees located in the area of the proposed building and within 15 feet of the foundation, parking areas, driveways and private streets

Replacement trees should be of a species similar to the tree it is replacing. Deciduous trees must be at least 2.5 inches in diameter. Evergreen trees must be at least 6 feet in height

Trees designated for removal within the limits of disturbance may be transplanted within the site and counted as replacement trees

WHAT NEEDS TO BE SHOWN ON THE TREE PRESERVATION PLAN?

The plan must show the limits of the area that will be affected by any construction or grading. Within those limits the following information must be shown:

- **Buildings:** The location of all existing and proposed buildings, driveways and other paving, decks, sewer and water services, septic systems and wells
- **Grading:** Existing and proposed grading must be indicated by two foot contours
- **Existing trees:** All existing trees larger than six inches in diameter within the construction/grading limits of the development must be shown on the plan and identified by species. The drip line of these trees must be shown. The plan must show which existing trees will be saved and which trees will be removed
- **Tree protection measures:** The plan must show what will be done to protect existing trees during construction. One common measure is installing construction fence around the trees that will be saved. This fence should be installed at the drip line of the tree or as close to the drip line as possible. A detail of this is shown on back of this handout and should be added to the plan
- **Replacement trees:** If trees are removed, the property owner may be required to plant new trees. The plan must show the location of these trees. These trees must be identified by species and size. Minimum size is 2.5 inch diameter

SECURITY AGREEMENT

The city may require a performance bond, letter of credit or cash escrow deposit equal to 125% of the value of the replacement trees

TREE PRESERVATION ORDINANCE

This handout is a summary of the regulations found in Saint Paul's Tree Preservation Ordinance. The full text of the Tree Preservation Ordinance can be found in Chapter 67.200 of Saint Paul's Legislative Code. Copies are available on-line at www.stpaul.gov/code (type chapter 67.200 in search field)

This information is also available on-line. Go to www.stpaul.gov/dsi and click on "Zoning."

Please call 651-266-8989 if you have questions.