

This is a sample form to be used by landscape contractors for landscape certification. Copy and paste onto contractor's letterhead using "paste as text." It must be filled out by the property owner/representative and landscape contractor no more than 30 days before COF Urban Forester's final inspection.

LANDSCAPE INSPECTOR(S): _____

PROJECT MANAGER: _____

PROJECT ADDRESS: _____

This letter certifies all plant material for _____ Plan Name/Plan Number _____ is installed per the approved site plan and a professional landscape contractor examined and assessed all plantings on _____ Today's Date _____ to ensure they still conform to the approved site plan. **(DATE MUST BE WITHIN 30 DAYS OF INSPECTION DATE TO ENSURE PLANT CONDITION AT TIME OF CITY OF FFX URBAN FORESTER'S FINAL LANDSCAPE INSPECTION).**

PLEASE NOTE: IF THE BELOW ITEMS ARE NOT COMPLETED, THE LANDSCAPE INSPECTION WILL BE CANCELED IMMEDIATELY.

Please initial completed items.

_____ Mulch bed is 2-4 inches deep. Near, but not touching, the trunk (see Figures 1 & 2) per ANSI A300.

_____ Plantings are established at the correct depth and width—root flare is exposed (Figures 1 & 2) per ANSI A300.

_____ Burlap and at least 1/2 of the wire basket are removed (if used) per ANSI A300.6 (see Figure 1).

_____ All plantings are ALIVE and in good condition per ANSI Z60.1. Replace any dead or dying.

_____ All plantings are the same SPECIES and SIZE (per ANSI Z60.1) as noted on the approved site plan. If applicable, a landscape substitution form has been approved by City of Fairfax's Urban Forester prior to installation.

_____ Staking (per ANSI A300), if necessary, is completed with ArborTie® or equivalent. Hose & Wire will not be accepted.

_____ Pruning cuts follow ANSI A300.1.

_____ Plantings are not in easements and are the prescribed distances from all site features set by the City of Fairfax's Public Facilities Manual. At the time of installation, if conflicts between plantings and site utilities arise, minor shifts in planting location may be acceptable upon notice to City of Fairfax's Urban Forester.

IF APPLICABLE

Landscape Strips and Tree Wells

Dimensions of tree well or landscape strip (measure back of curb to sidewalk, verify accent features installed per approved plan)

Below sidewalk expanded soil installation (i.e. soil cells, aeration matting; indicate device type and attach proof of installation)

Soil Remediation (Attach soil test)

Organic Material Used (Quantity & Type) _____

Description of Methods and Procedure _____

REQUIRED

LANDSCAPE CONTRACTOR/FOREMAN: Print _____ / Sign _____

PROPERTY OWNER/ REPRESENTATIVE: Print _____ / Sign _____

Please email completed form to the Urban Forester.

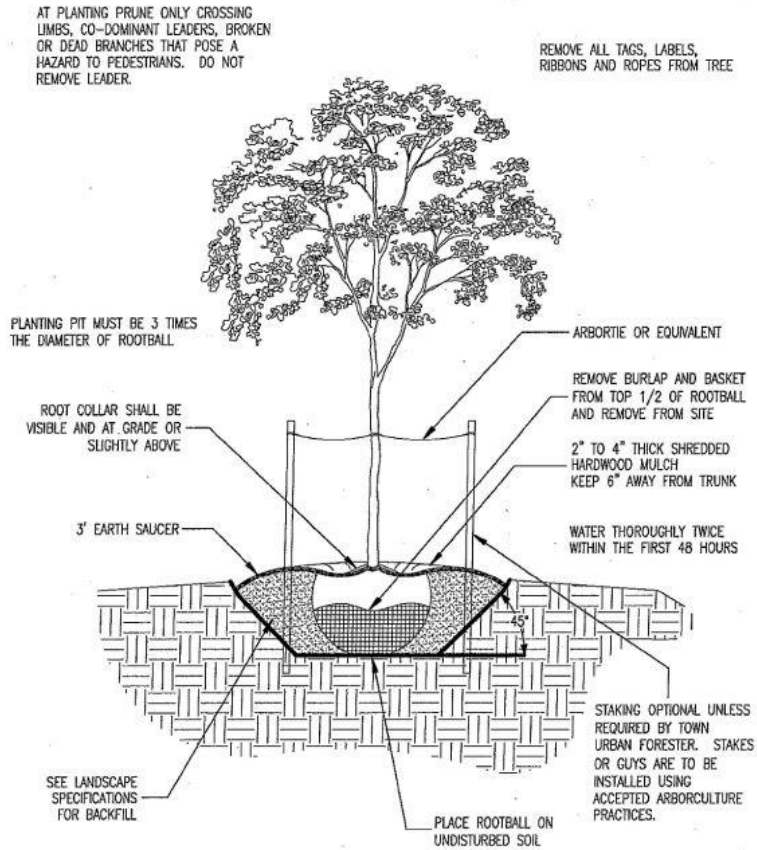
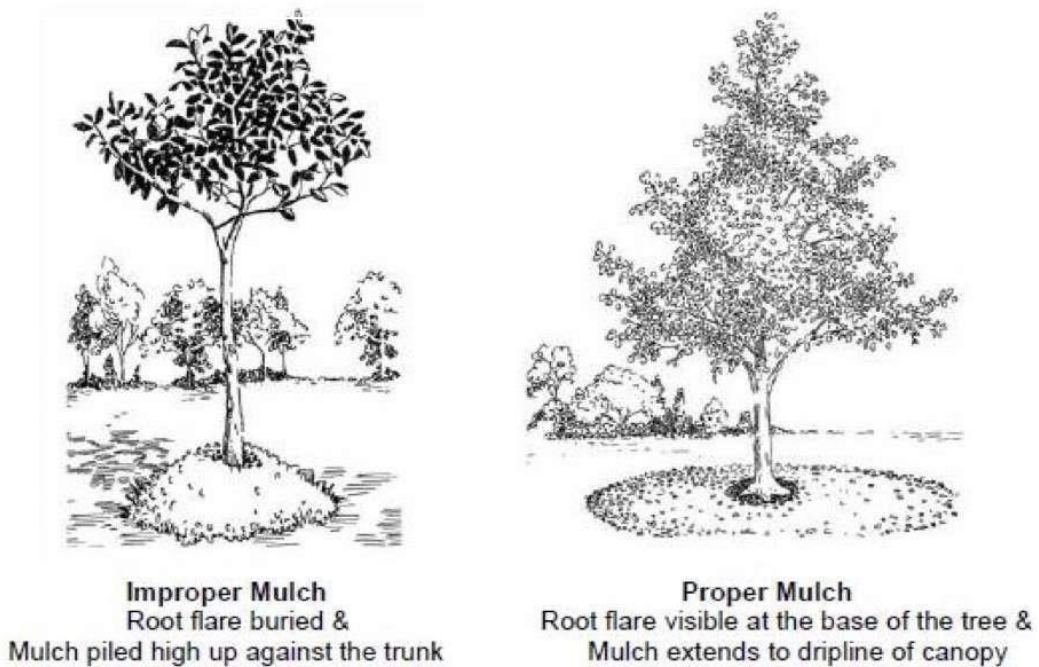


Figure 1. Proper plant installation procedure.

Not To Scale



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Figure 2. Graphic demonstrating correct and incorrect mulching techniques.

PLEASE REFER TO THE APPROVED SITE PLAN FOR ADDITIONAL LANDSCAPE REQUIREMENTS.