

**City of Dublin**  
**Zoning (Landscape) Inspection Procedures**  
**Landscape Contractor Summary Sheet**

**COMMERCIAL DEVELOPMENT ONLY**

Landscape compliance is an element of the Final Zoning Approval for a Commercial Building Permit. There may be items from the Planning and Zoning Commission that will apply to this development. This inspection will verify these items have been completed as required. This will include site work, screening of mechanical equipment and other stipulations set forth in conditions required by the Commission.

A planting extension may be obtained if the project is completed during inadequate planting seasons.

**Plan Revisions:**

1. Landscape field changes must be requested and approved by the Zoning Inspector prior to installation. Submit two copies of the plan(s) showing requested revisions to Land Use and Long Range Planning, 5800 Shier Rings Road. One copy of the approved revision will be returned to the applicant.
2. The approved and stamped revised plan(s) reflecting an accurate “as-planted” landscape must be submitted at least 48 hours prior to scheduling a zoning final inspection.
3. The City approved and stamped landscape plan must be available on site. Obtain a copy of the plan(s) by contacting a Zoning Inspector at 614-410-4660. Please allow 24 hours to process copy requests.

**Landscape Installation:**

1. All plants on the approved plan must be installed at the time of final inspection and be in a healthy, growing condition.
2. Plants must be installed in accordance with the approved landscape plan regarding size, location, and species.
3. All trees must be planted at the correct depth per the approved planting detail. If the trees are planted too deep, they will have to be replanted at the correct grade.
4. Street trees need to be installed as directed by the City Forester. Prior to installation please call 614-410-4701 for location and species approval.
5. The burlap and wire basket on all new trees must be removed from at least the top 1/3 of the root ball.
6. Twine needs to be removed from the root ball and canopy.
7. Plant labels should only remain on one plant from each species of trees and shrubs until the final inspection; all other tags need to be removed.
8. Planting beds and turf areas must be clear of rocks, asphalt, construction materials and litter.