



CITY OF BEXLEY

TREE & PUBLIC GARDENS COMMISSION APPLICATION

Please review the attached "Review Guidelines and List of Criteria" and ensure that all requirements are met prior to the submission of this form.

Project Address/Location:

Date of Tree Commission Hearing:

Applicant Name:

Applicant Address:

Applicant Phone / Email:

Owner Name (if different):

Owner Address (if different):

Owner Phone / Email (if different):

Recommendation to:

- City Council
- Board of Zoning Appeals
- Planning Commission

Application submitted for:

- City Right-of-Way
- Private Property:

- House
- Commercial Building Plans
- Base of Sign
- Screening for Fence
- Site Development
- Other:



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Narrative description of project/request (attach additional sheets if necessary):

Landscape Architect/Designer:

Architect/Designer Phone / Email:

I have read and understand the attached "Review Guidelines and List of Criteria" and have provided all required information with this application.

Applicant Signature

Date

Staff Confirmation

In order to add review of your project to the agenda, staff must verify that the following items have been submitted along with this application:

Design plan with elevations (electronic & 12 hard copies)

Design specifications as required in Section 3 of the "Guidelines & List of Criteria" on Page 3

Applicant has been advised that landscape architect/designer must attend the Commission meeting



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Bexley Tree and Public Garden Commission Review Guidelines & List of Criteria

1. Project Description

Design Concept to include: Brief narrative describing: present area to be designed/changed; relevance/significance to the community; general impact that will be created & affect on community; procedures to implement plan

2. Research:

- a. Provide significant examples (articles, visuals, and the like) relating to project's need and future effect on community
- b. Create an agenda describing present plan and future implications relating to project's initiatives and changes

3. Design Documentation Drawings

Design Plan to include:

- a. Plan drawing/s with north directional indication
- b. Elevations of all landscape orientations (north, south, east, west)
- c. Perspectives, isometrics or axonometric renderings, of important features that impact design
- d. A detailed model may substitute for all of the above
- e. Photographs to support design vision
- f. Construction plans, elevations, sections & details as necessary for project clarity

Specifications to include:

- a. Vegetation
- b. Hardscape
- c. Lighting
- d. Furniture & furnishings
- e. Equipment
- f. Accessories
- g. Materials
- h. Buildings
- i. Other

All documentation should be clear, precise and complete. Package should be presented to commission two weeks prior to presentation for a quick review check so amendments may be considered.



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Findings of Fact and Conclusions of Law:

Project Address/Location:

Date of Tree Commission Hearing:

Application #:

Decision:

Denied

Approved

Approved with Conditions

Approval Conditions:

Staff Signature

Date