

Lake Elmo - Developer Landscaping and Site Restoration Checklist:

The following checklist is provided as a summary of high-level expectations to ensure the installation of required landscaping in the City of Lake Elmo meets all City requirements including those in the zoning code, development agreement, and approved development plan. *This list is intended to act as a guide to ensure a shared understanding of City expectations for the required landscaping installation work and standards. It is not a comprehensive list of requirements.*

The developer bears final responsibility for all requirements and shall be responsible for coordination between their contractors and the City.

Before the Pre-Installation Conference, the Contractor and Developer shall:

- SCHEDULING – The developer shall contact the City to schedule the required pre-installation conference prior to installing any work.
 - Work installed without completing this step will be rejected, no exceptions.
- IRRIGATION - Have read and understood the approved watering plan and schedule prior to the meeting.
 - The contractor may want to coordinate with the Home-owners Association to control irrigation during the warranty period.
- PHASING – To qualify for phased inspections a development be residential and must contain at least 200 trees. There can be at most two phases:
 - Developer phase: includes all trees lot in front of buildable lots which may be impacted by home construction.
 - Builder phase: Remaining required landscaping and restoration.
 - The intent of phased landscaping is to avoid artificially extending the landscape warranty period for improvements installed prior to development build out. Each phase will receive its own acceptance date starting the two-year warranty for that phase within the overall project.
 - All phases within an overall project or addition must be completed before the initial or final surety releases can be granted.
 - There will be no partial surety release resulting from the acceptance of a landscaping phase unless previously agreed to by the City.
- STAKING - Stake all tree locations for City approval prior to installation. The Contractor and Developer shall:
 - Coordinate staking to ensure tree locations match the approved development plan.

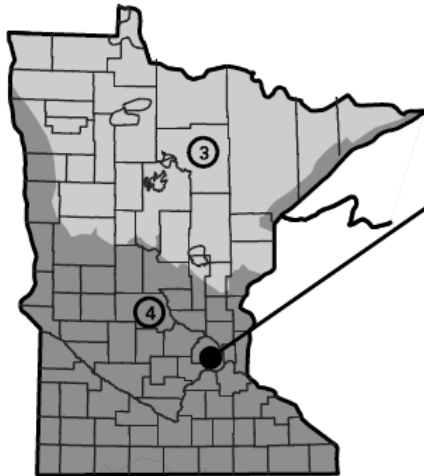
- Ensure adjusted tree locations of more than 10 feet from the approved plan location must be tracked in an 'as-built' plan. That plan shall be provided to the City prior to requesting an initial inspection. An inspection will not be conducted without an accurate 'as-built' plan.
- Stake limits of easements to ensure no tree locations occurs within:
 - 10ft of front and rear lot lines
 - 5ft of side yard or shared property lines
 - Trees within an easement, regardless of staked location, will require relocation at the time they are identified.
- TREE STOCK - Notify the City's Landscape Architect at least 10 calendar days prior to the installation of trees to schedule an inspection of the tree material prior to installation. This inspection can occur onsite immediately before planting.
 - Twine, burlap, and cages can be left in place if the contractor can demonstrate that plant stock has been planted with the root flare at the top of the root ball's soil mass AND that the twine is organic biodegradable material.
 - At the discretion of the City's Landscape Architect, trees with trunk wounds, deformities, disease, or significant damage will not be accepted.

During the Pre-Installation Conference, the Contractor and Developer shall:

- EXAMPLE INSTALLATION - Install three deciduous and three coniferous trees under the observation of the City's Landscape Architect to confirm understanding of the City's Landscape Special Provisions, MnDOT Standard Specifications Section 2571 and MnDOT Standard Plan 5-297.301 Standard Planting Details A-C planting requirements. Failure to compile will result in rejection of the tree.
 - If trees are to be installed on grades greater than 1:5, one observed example installations shall be of that type for both deciduous and coniferous.
 - Of particular importance is locating, exposing, and placing the root flare at an elevation just above grade. Failure to do so will result in the rejection of the tree, regardless of condition.

During or Immediately Following Installation, the Contractor and Developer shall:

- INSTALLATION TIMING – Must align with the MnDOT table below unless otherwise agreed to by the City and the City's Landscape Architect.
 - The installation timing of landscape material is critical to establishment success. The installation of all plant material for a project shall comply with the Planting Dates table MnDOT Standard Plan 5-297.301 Standard Planting Details A table.



PROJECT LOCATION

PLANTING DATES BY ZONE			
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SPRING	DECIDUOUS	BARE ROOT	APRIL 21 TO JUNE 1
		CONTAINER B&B	APRIL 21 TO JUNE 30
	CONIFEROUS		APRIL 21 TO JUNE 1
	PERENNIALS		MAY 1 TO JUNE 30
	SEEDLINGS		APRIL 21 TO JUNE 1
			APRIL 7 TO JUNE 1
			APRIL 7 TO MAY 17
			MAY 1 TO JUNE 30
FALL	DECIDUOUS	BARE ROOT	OCT. 1 TO NOV. 1
		CONTAINER B&B	AUG. 25 TO OCT. 15
	CONIFEROUS		AUG. 25 TO SEPT. 15
	PERENNIALS		AUG. 25 TO SEPT. 15
			AUG. 25 TO NOV. 1
			AUG. 25 TO NOV. 15
			SEPT. 15 TO SEPT. 15
			SEPT. 15 TO SEPT. 15

1. BARE ROOT PERENNIALS MUST BE INSTALLED IN THE SPRING NO LATER THAN JUNE 1ST OR FOLLOW THE FALL DECIDUOUS PLANTING DATES.
2. ACTUAL DATES MAY CHANGE DEPENDING UPON SEASONAL CONDITIONS, AS DETERMINED BY THE ENGINEER.
3. FALL PLANTING IS NOT ALLOWED FOR BARE ROOT FORM OF THE FOLLOWING SPECIES: HAWTHORN, DOGWOOD, POPLAR, HACKBERRY, LINDEN, IRONWOOD, HONEYLOCUST, BIRCH, MOUNTAIN ASH, MAPLE, WILLOW, CRABAPPLE, PLUMCHERRY, OAKS, AND SUMAC.
4. ALL REPLACEMENT PLANTS MUST BE INSTALLED DURING THE MONTH OF MAY (SPRING PLANTING) AND SEPTEMBER (FALL PLANTING) DURING THE FIRST YEAR OF THE PLANT ESTABLISHMENT PERIOD.
5. MACHINED MOVED PLANTING DATES WILL BE SPECIFIED IN THE SPECIAL PROVISIONS.

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- PLANTING - Ensure tree pits comply with size requirements listed in [the MnDOT Standard Plan 5-297.301 Standard Planting Details A-C](#)
 - [Failure to compile with specified hole sizing will result in rejection of the tree.](#)
- WATERING - Water-in trees and landscaping at the time of installation to ensure adequate soil moisture and proper soil settlement around the root ball. A minimum of 15 gallons of water per tree shall be applied during the initial watering.
 - [Failure to compile will result in rejection of the tree.](#)
- AS-BUILT PLAN - Provide the City's Landscape Architect with an irrigation as-built plan or, if manual watering is to be performed in lieu of irrigation, a watering plan and schedule to ensure adequate water is supplied to support the establishment of trees and landscaping.
- MAINTENANCE - Be responsible for the maintenance of mulch rings, planting beds, and ground cover areas throughout the entire warranty period. This includes:
 - Replenishing mulch at trees and beds to maintain required depth and size.

- Ensuring weed control throughout the growing season.
- Preventing soil and seed contamination when restoring seeded areas or after replanting or landscaping.
- RESTORATION - Restore ground-cover areas disturbed during the warranty period within 15 calendar days of notification.
 - Disturbance areas may require regrading to return the area to the designed final grade.
 - Areas where substantial or repeated erosion occurs will require additional correction that includes erosion control blanketing, until seed has completely established.

Inspections, Warranty Timing, and Corrections:

- INSPECTION PHASES -
 - Initial acceptance: Once all material for a project is installed and deemed ready by the developer for inspection the City's Landscape Architect will inspect for compliance. Compliance for all required landscape materials must be met to begin the warranty period. Financial surety phase one release will not occur until this initial acceptance is obtained.
 - Final acceptance: Starting no earlier than two years from the date of initial acceptance, the project is eligible for inspection by the City's Landscape Architect to determine compliance for final acceptance. Compliance for all required landscape materials must be met to close-out the warranty period. Financial surety phase two release will not occur until this final acceptance is obtained.
- INSPECTION SCHEDULING - The developer is responsible for contacting the City to request an inspection of completed work.
 - All landscaping work must be entirely complete, partial work inspections will not be performed.
- RESPONSE TO INSPECTION MEMO FINDINGS AND REQUIREMENTS - Following the receipt of inspection findings (memo from the City) the contractor shall have 60 calendar days to perform the corrections and replacements identified in the recommendations section, unless timing of replacements does not meet the requirements in the Planting Dates by Zone table above. In these cases the contractor should perform the corrections at the earliest possible opportunity within the next planting window. If there are concerns about weather, plant material sourcing, etc. these concerns must be communicated to the City within 21 calendar days.

- Plant substitution requests must be reviewed and approved by the City's Landscape Architect prior to use.