

Native Vegetation Inspection Checklist

PROJECT NAME: _____

DATE INSTALLATION STARTED: _____

This checklist is based on City specifications & the APWA BMP Manual. This list does not replace contract documents or plan notes & the inspector should consult the project engineer with any questions. This list is intended to highlight items critical to the performance of bioretention cells & swales that should, therefore, be observed firsthand by the inspector. Information about the construction provided by the checklist and inspector notes will be stored in project files and will serve to evaluate performance of projects over the design life. Please send the final checklist to <inspector> to be scanned and entered in the project electronic files.

Planting Dates

- Planting Dates

S-702 Biological Plantings

Planting Type	Spring	Fall
Trees	1 March – 1 May	1 Sept- 1 Dec
Shrubs	1 March – 1 May	1 Sept- 1 Dec
Containerized Plants	1 March – 1 May	1 Sept- 1 Dec
Cuttings	15 Feb – 15 April	NA
Plugs	15 April – 15 June	NA

S-712 Native Seeding

Material	Normal	Dormant
Warm season grasses & forbs	1 April – 1 June	15 Dec – 31 March
Cool season grasses & forbs	1 April – 1 June 1 Sept – 15 Oct	1 Dec – 31 March
Trees, Shrubs, Woody Vines	15 Feb – 15 May 1 Sept – 15 Nov	NA

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- Plant materials shall be installed during Normal planting seasons. Contact Engineer if adverse conditions are encountered.
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- Seed shall be installed as a late fall dormant seeding or in early spring (refer to contract docs).
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Submittals

- Seed Tags
Quantity; source, biological or Latin names
Lab results verifying proportions, minimum purity, germination & maximum % of weed seed
Waterproof tag must be in tact with scientific & common name, on the product delivered to the site.
- Plugs/Containerized Plants Invoices or Packing List
Quantity; source, biological or Latin names
Waterproof tag with scientific & common name must be in tact, on the product delivered to the site.
- Trees & Shrubs Invoice or Packing List
Quantity; source, biological or Latin names
Waterproof tag with scientific & common name must be in tact, on the product delivered to the site.
- Equipment
Written description of any mechanical equipment intended for use during installation.
- Fertilizer or Herbicide
Pertinent label information including: brand & chemical names, application rates & state of material.
- Soil Amendments
Pertinent label information including: brand & chemical names, application rates & state of material.

Installation

The inspector will verify each of these activities first-hand. Photos are taken to document progress & daily logs are kept in accordance with standard engineering inspection procedure. All plant materials must meet specifications, contract plans or applicable landscaping standards. The Establishment & Maintenance Plan has been given to Facilities management personnel or Watershed Foreman.

Materials are measured according to **S702.16**:

Category	Size
Shade trees	2"
Ornamental trees	2"
Evergreen trees	6'-7'
Evergreen trees	10'-12'
Shrubs	#5 B&B
Groundcover	#1 container
Forbs	Each
Plugs	4" root, each
Sprigs	Each
*sizes listed on plan sheets supersede this guidance	

Biological Plantings

Trees & Shrubs

- Materials conform to ANSI Z60.1 types with consistent form, canopy, size & growth.
- Trees have straight trunks with a single leader unless specified in contract or plan.
- Materials are balled & burlapped or container grown.
- Each plant is labeled with botanical & common name.
- Soil amendments for trees, shrubs & container plants meet City spec 702.12, including slow release fertilizer, mulch, planting soil antidesiccant & herbicide.
- Trees are pruned to required height, shrubs sizes are measured after pruning.
- Pits dug to 1 ½ times the B&B rootball size, backfilled in lifts & watered to prevent voids.
- Tree root ball is not covered by backfill & a 3-inch high mound is built on perimeter of pit.
- Water until no more water is absorbed.
- Mulch 3" to match finish grades and no mulch is placed against trunks or stems.
- Trees between 2"- 5" caliper are guyed with 2 strands of tie wire encase in hose sections & staked with 2 stakes anchored at least 72" below grade.

Herbaceous Plants

- Tubers, bulbs, plugs, sprigs, cuttings & dormant root stock pruned to 0.25 inch above the roots immediately prior to planting.
- Plants placed in hand-excavated holes & immediately watered.
- Tubers & bulb containers removed prior to planting in wetland areas.
- Woody cuttings have been soaked for 24 hours prior to planting, trimmed & dipped in rooting hormone.
- Mycorrhizal tablets, controlled-release fertilizer tablets & hygroscopic soil polymer are included in the excavation prior to placement.

Native Seeding

- Biological soil preparation (S701) spec has been used in all seeding zones shown on plan sheets.
- Legumes (like alfalfa, clover, vetch, etc) have been inoculated with proper rhizobia.
- Specialized equipment proposed during submittals, including slit seeder or native drill used.
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