

CRPD Standard Notes

The Columbus Recreation and Parks Department (CRPD) often requires standard notes for Capital Improvement Plan (CIP), new development, and re-development projects going through One Stop Shop or departmental review. The most common CRPD standard notes are below along with parameters that define when the note is required. Please contact Don Evans at 614-724-1553 or DEEvans@columbus.gov if you have any further questions:

Columbus Recreation and Parks Department Standard Plan Note

Prior to submission of Final Site Compliance Plan, any entity requesting non-park use/development must submit a Non-Park Use of Parkland (NPUP) Application to CRPD Property Manager Tina Mohn at TMMohn@columbus.gov to secure a permit to enter CRPD property. The Contractor shall contact Columbus Recreation & Parks Department's (CRPD) Inspector, Keith May, at KAMay@columbus.gov thirty (30) calendar days prior to any work on or near CRPD property. The Contractor shall submit a work schedule and coordinate access with CRPD Inspector prior to any work on or near CRPD property. Scheduled events by CRPD shall take precedence over the Contractor's work schedule, and the Contractor shall adjust work schedule as necessary. The Contractor shall not enter into a CRPD property nor stage/store any materials or equipment outside their work limits on CRPD property without a permit or issued by CRPD. The permit must be posted onsite at all times. Any and all CRPD park areas disturbed by the Contractor during the course of their work activities shall be restored to conditions that meet or exceed existing conditions within the time frames noted in the approved schedule and shall be to the satisfaction of CRPD. Unless specific permissions are granted by CRPD, access to, from, on, over, under, through, or across CRPD property is not granted or implied. Failure to have a permit in place that is that is consistent with CRPD NPUP Policy will result in delay of final site compliance approval signature by Recreation & Parks/City Forester.

➔ **When to include Columbus Recreation and Parks Department Standard Plan Note:**

- Project work is within or adjacent to CRPD property
- Project work will disrupt normal park activities or CRPD special events

➔ **Non-Park Use of Parkland (NPUP) Policy and Application can be found at:**

<https://www.columbus.gov/recreationandparks/Design-and-Construction/>



Columbus Recreation and Parks Department Greenway Trail Note

All activities that may be adjacent to, may potentially disturb a Columbus Recreation & Parks Department (CRPD) trail, and/or have any impacts to normal trail flow require coordination with Keith May with CRPD at KAMay@columbus.gov thirty (30) calendar days prior to any work commencing for onsite coordination, onsite meeting, signage, traffic control detour plan, restoration plan, disturbance and/or clearing limit review. Access or use of Greenway trails for any non-park use is not granted or implied unless specific permissions are granted in writing from CRPD. The Contractor shall submit a vehicle/equipment traffic plan including identification numbers, type of vehicle/equipment, and weight of vehicle/equipment to be used prior to the start of work. Only vehicles/equipment approved by CRPD in writing shall be permitted on the trail. Additionally, existing trail conditions must be documented through pictures or video before work begins. If the trail is damaged by Contractor use, the Contractor must repair the trail back to conditions that meet or exceed existing conditions.

➔ ***When to include Columbus Recreation and Parks Department Greenway Trail Note***

- *Project work is within, adjacent to, or impacts a greenway or connector trail*
- *Project work will disrupt typical trail traffic*

Indiana Bat Habitat Protection Note

For any trees designated for removal that may be potential bat habitat areas, removal shall only occur from October 1st to March 31st. If the contractor prefers to remove the trees outside of this time frame, a survey must be conducted according to the United States Fish and Wildlife Services and by a biologist with all required federal and/or state collection permits to determine the presence of any Indiana Bats. The data collected during the survey must be provided to the City Forestry Section at (614) 724-1276 according to the conditions of the permit and any regulatory authority requirements. If no bats are present the tree shall be removed within 24 hours of the survey being conducted. If bats are found to be present, then tree shall remain and a protection and enhancement plan will be required.

➔ ***When to include Indiana Bat Habitat Protection Note:***

- *Project work includes the removal of any privately or publicly owned dead and alive trees*



Public Tree Preservation Note

All public trees and the ground below their respective drip lines, whether shown or not shown on the plans, are to be preserved unless approval to remove or prune is given in writing by Columbus Recreation & Parks (CRPD)/City Forester or if the public tree removal has been designated on the approved Final Site Compliance Plan. Trees approved for removal by CRPD/City Forester shall be paid for under CMSC item 201, clearing and grubbing, unless otherwise provided for by unit price bid under item 201. The Contractor shall protect trees near or adjacent to the work area to avoid damage to all trees that are to remain. All trees removed shall include stump removal to eighteen (18) inches below grade. All clearing and grubbing performed on CRPD property, Right-of-Way, or any City of Columbus property shall be removed and disposed of by the Contractor. Heavy equipment will not be allowed to compact the soil over the root zone of existing public trees. Restricted equipment access routes shall be coordinated with CRPD Inspector, Keith May, at KAMay@columbus.gov before work begins. Temporary paving materials, such as plywood, lumber or rubber matting, spread over the root zone of public trees may be required to prevent compaction. If a public tree needs to be removed, the Contractor shall provide a tree mitigation plan to the City Forestry Section [(614) 724-1276] and refer to the CRPD Tree Mitigation Plan Guidance, ANSI A300 and/or City of Columbus Executive Order 2015-01 for tree replacement standards.

➔ **When to include Public Tree Preservation Note:**

- *Project includes public and private trees within or adjacent to construction limits*
- *Project is located on City right of way or City property*

Public Tree Protection Note

A tree protection plan with a drawing of any work located within the drip line of a public tree shall be included in the approved Final Site Compliance Plan (FSCP). Refer to CRPD Standard Drawing for Tree Protection. Construction materials, excavation debris, fuel, equipment, or vehicles are not to be stockpiled, stored, dumped, or parked within the drip line of public trees. All trees must be protected against injury or damage to branches, trunks, or roots from construction and excavation, as described in the “Best Management Practices – Managing Trees During Construction” a companion publication to ANSI A300 Part 5. If there is a question whether a tree or not needs to be protected, the Contractor must contact the City Forestry Section at (614) 724-1276. Failure to contact the City Forestry representative in advance of construction will result in the Contractor reimbursing City Forestry for the cost of any and all damage as determined by the current ANSI A300/City of Columbus Executive Order 2015-01 for tree protection and replacement.

➔ **When to include Public Tree Protection Note:**

- *Project includes public and private trees within construction limits*
- *Project is located on City right of way or City property*

v.5.2023

