

# CRPD Standard Notes

For Private and Capital Improvement Project Construction Drawings



THE CITY OF  
**COLUMBUS**  
ANDREW J. GINTHER, MAYOR

RECREATION AND PARKS  
DEPARTMENT

*Columbus Recreation and Parks (CRPD) standard notes for construction drawings are listed below along with parameters that define when the note is required.*

| Condition   | <a href="#">Standard Plan Note</a> | <a href="#">Greenway Trail Note</a> | <a href="#">Public Tree Impact Note</a> | <a href="#">Public Tree Protection Note</a> | <a href="#">Forestry Permit Note</a> | <a href="#">Oak Wilt Note</a> | <a href="#">Public Tree Removal and Mitigation Note</a> |
|---|------------------------------------|-------------------------------------|---|---|--------------------------------------|-------------------------------|---|
| Work is within or adjacent to CRPD Property   | ✓                                  |                                     | ✓                                       | ✓   | ✓                                    | ✓                             | ✓   |
| Work is within, adjacent to, or impacts a greenway or connector trail                     | ✓                                  | ✓                                   | ✓                                       | ✓   | ✓                                    | ✓                             | ✓   |
| Work may potentially impact a Public Tree (any tree within City property or Right of Way) |                                    |                                     | ✓                                       | ✓   | ✓                                    | ✓                             | ✓   |

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## Columbus Recreation and Parks Department Standard Plan Note

Prior to submission of Final Site Compliance Plan, any entity requesting non-park use/development must request a Non-Park Use of Parkland (NPUP) Application from Columbus Recreation & Parks Department (CRPD) at [CRPD\\_NPUP@columbus.gov](mailto:CRPD_NPUP@columbus.gov). If the NPUP is approved, CRPD will issue a permit to enter CRPD property. The NPUP application must be reviewed and approved with permit issued before any activity can be performed on parkland. The Contractor shall contact the NPUP point of contact 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 to accommodate CRPD events. The Contractor shall not enter into a CRPD property nor stage/store any materials/equipment outside their work limits on CRPD property without a permit 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 that meet standards and specifications. 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 consistent with CRPD NPUP Policy will result in delay of final site compliance approval signature by Recreation & Parks/City Forester.

➔ ***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 CRPD's Non Park Use Program at [CRPD\\_NPUP@columbus.gov](mailto:CRPD_NPUP@columbus.gov). Access or use of Greenway trails for any non-park use is not granted or implied unless a Non Park Use application has been submitted, approved, and has a permit issued. Once approved, the Contractor shall contact the NPUP point of contact 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. 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.

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## **Public Tree Impact Note**

Any work on or within the Critical Root Zone of a Public Tree is considered an impact to the Public Tree. A Public Tree Plan and permit from Columbus Recreation & Parks Forestry is required for any plan with Public Trees in the work limits. The Public Tree Plan shall denote all public trees in the project's Work Limits. Tree information shall conform to the Columbus Tree Technical Manual requirements and be provided by a Natural Resource Professional. Failure to contact the City Forestry representative in advance of construction will result in the Contractor reimbursing Forestry for the cost of any and all damage to Public Trees.

## **Public Tree Protection Note**

All Public Trees and the ground in the Critical Root Zone, whether shown or not shown on the plans, are to be protected unless a permit to remove is given by Columbus Recreation & Parks (CRPD) Forestry. The Contractor shall protect trees near or adjacent to the work area to avoid damage to all trees that are to remain. Heavy equipment will not be allowed to compact the soil over the Critical Root Zone of existing public trees. Restricted equipment access routes shall be coordinated with CRPD Forestry at [Forestry@columbus.gov](mailto:Forestry@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. Construction materials, excavation debris, fuel, equipment, or vehicles are not to be stockpiled, stored, dumped, or parked within the Critical Root Zone 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 CRPD Tree Technical Manual. If there is a question regarding tree protection needs, the Contractor must contact the City Forestry Section at [forestry@columbus.gov](mailto:forestry@columbus.gov).

## **Forestry Permit Note**

Any work on or within the Critical Root Zone of a Public Tree requires a Forestry Permit. All applicable fees must be paid prior to permit issuance. Refer to the CRPD Tree Technical Manual for tree removal, pruning, protection, and mitigation standards.

## **Oak Wilt Note**

To prevent the spread of oak wilt, a fungal disease, oak trees shall only be pruned from November 1 to March 1.

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## Public Tree Removal and Mitigation Note

No Public Tree removal shall be attempted by construction personnel or equipment, only under the supervision of a Certified Arborist. All Trees removed shall include stump removal ground to 18 inches; if the removed tree is within 36" of a protected tree the stump shall only be ground to 2" depth. All wood debris on City of Columbus property shall be removed and disposed of by the Contractor by the end of each work day. Trees approved for removal by CRPD Forestry shall be mitigated in accordance with the Columbus Tree Technical Manual and Columbus City Codes Chapter 912.

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