

FINAL LANDSCAPE PLAN APPLICATION REQUIREMENTS CHECKLIST

Submit with your application.

Final landscape plans are a condition of certain land use review approvals, particularly site review applications. Landscape plans show the final landscape design solution and are generally a revision or update of the land use review approved plans. Changes made to the approved land use review plans must be clearly identified and noted, either on the plans or in an attached written statement. A complete submittal will allow reviewers to determine how the final landscape design has changed from the preliminary plans and to relate improvements to recommendations made during the land use review. **Fill out the checklist below, checking off items as they are included in the submittal packet, and sign at the end. Submit the completed checklist with your application.**

Note: The following landscape information may be incorporated into the final site plan sheet if approved by the city case manager prior to final plan application. If provided on a separate sheet, it must follow the general and title block requirements listed below.

***Five (5) copies of the final landscape plans are required.**

- 1. Property lines
- 2. Site and lot dimensions
- 3. Approved site layout, including parking lots, automobile circulation and loading areas, and pedestrian/bike circulation and bike parking areas
- 4. Approved building footprints, indicating entry locations
- 5. Other site improvements, including lighting, tree grates, benches and retaining walls
- 6. Location and width of all easements (note: no tree may be closer than 10' to any water or sewer line)
- 7. Location of existing trees 1½" caliper or greater, indicating whether trees will remain or be removed
- 8. Sight "triangles" at all intersections of streets, alleys, and driveways with locations of stop signs, speed limit signs, street signs, and other traffic signs
- 9. Location of fire hydrants and water meters
- 10. Location and height of overhead utility lines
- 11. Location and dimensions of all landscaped areas, including:
 - (A) planting strips along all streets; dimension width between curb and sidewalk
 - (B) planting pits or raised planters
 - (C) parking lot screening; indicate height in feet
 - (D) interior parking lot landscaping; dimension width of each landscape island, and indicate area of each in square feet
 - (E) other perimeter landscaping or screening
 - (F) berms, indicating height in feet, and percent slope
 - (G) all other landscaped areas, including detention ponds

- 12. Planting plan, showing locations of all plant material, and size at five (5) years' growth, including:
 - (A) areas of ground cover, indicated for each separate landscaped area
 - (B) shrub and flower planting beds
 - (C) hedges and vegetative screens, indicating height in feet
 - (D) trees, including spacing of street trees in feet
- 13. Planting schedule, indicating type, quantity and minimum sizes of plant material; keyed to the planting plan, indicating the common and botanical names of all:
 - (A) ground cover; for grass, indicate sod or seed, and blend or mixed specified
 - (B) shrubs (minimum container size in gallons)
 - (C) trees (minimum caliper in inches, and height in feet)
- 14. Summary chart of landscape calculations, indicating:
 - (A) total site size, in square feet
 - (B) total parking lot size, including all drive aisles, driveways, loading and other circulation areas, in square feet
 - (C) total number of parking stalls provided
 - (D) total interior parking lot landscaping required and provided, in square feet
 - (E) total perimeter parking lot landscaping required and provided, in square feet
 - (F) total number of street trees required and provided
 - (G) total quantity of plant material required and provided
- 15. Irrigation system, indicating:
 - (A) type(s) and locations of irrigation
 - (B) zoning of plant material species and locations by water requirement
- 16. A tree inventory that includes the location, size, species and general health of all trees with a diameter of six (6) inches and over measured fifty-four (54) inches above the ground on the property or in the landscape setback of any property adjacent to the development. The inventory shall indicate which trees will be adversely affected and what if any steps will be taken to mitigate the impact on the trees. The tree inventory shall be prepared by a certified arborist that has a valid contractor license pursuant to [chapter 4-28](#), "Tree Contractor License," B.R.C.

Other information when required by a land use review approval

- 16. Existing and finished grades with contours of 2-foot intervals and/or spot elevations
- 17. Plans for conservation, relocation, and use of existing topsoil resource and landscape soil preparation
- 18. Restoration, revegetation, or enhancement of an affected natural area or natural area buffer zone
- 19. Mitigation plans for any proposed natural area disturbance

- 20. Tree protection plan for construction around trees 1 ½" caliper or larger
- 21. Where fencing is used for required screening, a scaled drawing of the fence elevation

General (required if final landscape plan is not combined with a final site plan)

- 22. Standard sheet size: 24" x 36", folded to 9" x 12"
- 23. Scale on each plan sheet (must be a standard scale, minimum 1"=30'; 1"=10' and 1"=20' acceptable)
- 24. North arrow on each plan sheet
- 25. Legal description (to be included on the cover sheet or on the site plan).
Note: a legal description on an 8½" x 11" format is also required to be submitted with the applicant's written materials.)
- 26. Cover sheet, including:
 - (A) Vicinity map (reference city requirements. Note: a vicinity map on a 8½" x 11" format is also required to be submitted with the applicant's written materials.)
 - (B) List of sheet numbers and plan types for each

Title block (required if final landscape plan is not combined with a final site plan)

While the format of the title block and its location on a plan sheet may vary, all plan sheets must have a title block that includes the following minimum information.

- 27. Project name
- 28. Address (or site location if no address has yet been assigned)
- 29. Date (and revision date)
- 30. Plan drawer's name, address, phone number. (e.g. architect, designer, engineer)
- 31. Plan type (e.g. site plan, floor plan, building elevations, etc.)
- 32. Application type (Final Landscape Plan)
- 33. Applicant's name, address, phone number
- 34. Sheet number
- 35. Case number

Joseph Stoberl

(signature of person filling out checklist)

Joseph Stoberl

(print name)