

### LANDSCAPING PLAN REVIEW CHECKLIST

LOG NUMBER: \_\_\_\_\_

PROJECT: \_\_\_\_\_

REVIEWER: 1st \_\_\_\_\_ Date \_\_\_\_\_

2nd \_\_\_\_\_ Date \_\_\_\_\_

3rd \_\_\_\_\_ Date \_\_\_\_\_

KEY: / = Acceptable X = Not Applicable

O = Not Acceptable or Missing ? = Unable to Determine Acceptability Status

PLEASE RETURN THIS ORIGINAL CHECKLIST WITH THE NEXT SUBMITTAL.  
PLEASE DO NOT MARK ON THIS CHECKLIST.

Complies	Requirement
----------	-------------

#### PLAN PREPARATION AND SUBMITTAL

- \_\_\_\_\_ 1. The Landscaping Plans shall be submitted on 24" x 36" sheets, bound or stapled in sets.
- \_\_\_\_\_ 2. The minimum scale for the Landscape Plans is 1" = 40'.
- \_\_\_\_\_ 3. Each sheet of the Landscaping Plans must be signed and sealed by the Landscape Architect or other Registrant preparing the plans.
  - a. The BOTR requires that a Landscape Architect seal the Plans on publicly funded projects. Any competent Registrant may prepare plans for privately funded projects, such as subdivisions.
- \_\_\_\_\_ 4. The minimum height of all text, numbering, and lettering shall be 0.10" (one tenth of one inch).

#### COVER SHEET REQUIREMENTS

- \_\_\_\_\_ 5. The Name of the proposed development must be shown on the Title Block on the Cover Sheet, with the Legal Description of the property, including the Town, County, and State.
- \_\_\_\_\_ 6. The Developer's name, address and phone number must be shown on the Cover Sheet.
- \_\_\_\_\_ 7. The name, address, and phone number of the Landscape Architect or other Registrant preparing the Plans must be shown on the Cover Sheet.

LANDSCAPE PLAN REVIEW CHECKLIST

Complies	Requirement
----------	-------------

- |       |  |
|-------|--|
| _____ | 8. The Town's Standard General Notes and Landscape Notes (if any) must be shown on the Cover Sheet.  |
| _____ | 9. An Index or Key Map with the following information is required on the Cover Sheet: <ul style="list-style-type: none"> <li>a. Street Names,</li> <li>b. Sheet numbers and limits,</li> <li>c. Lot, Tract, and Parcel Designations per the Final Plat(s),</li> <li>d. Retention Basin Designations per the Drainage Report(s),</li> <li>e. Phase limits and numbers, if applicable,</li> <li>f. North Arrow.</li> </ul> |
| _____ | 10. A Vicinity or Site Location Map is required on the Cover Sheet showing the surrounding street names, section numbers, and North Arrow.   |
| _____ | 11. A Quantity Tabulation is required on the Cover Sheet. The Quantities shall be tabulated separately, by Parcel or Phase.  |
| _____ | 12. A "Utility Coordination" block shall be included on the Cover Sheet showing the names of the utility companies and services serving the area of the Development and the date(s) plans were submitted to them.  |
| _____ | 13. A Legend shall be shown on the Cover Sheet, or Detail Sheet, for all symbols used on the Landscape Plans.  |
| _____ | 14. The following Town Engineer's Approval Block shall be included in the lower right of the Cover Sheet:  |
| _____ | 15. A "Revisions" Block shall be included on the Cover Sheet and all other sheets in the plans.  |

**GENERAL INFORMATION REQUIRED ON THE PLAN SHEETS**

- |       |   |
|-------|---|
| _____ | 16. Match lines must be shown on each plan sheet as applicable.                           |
| _____ | 17. A North Arrow and scale is required on all plan sheets.                               |
| _____ | 18. Phase limits and numbers, if applicable, must be shown on each applicable plan sheet. |

LANDSCAPE PLAN REVIEW CHECKLIST

Complies	Requirement
----------	-------------

- \_\_\_\_\_ 19. All proposed storm drainage facilities and structures such as retention basins, scuppers, catch basins and catch basin discharge drain pipes, must be shown on the plans if they are within the area(s) to be landscaped
  
- \_\_\_\_\_ 20. All existing and proposed water lines, valve boxes, meter boxes, and fire hydrants must be shown on plans within or adjacent to the areas to be landscaped.
  
- \_\_\_\_\_ 21. The following design items must be shown on each plan sheet with dimensions or location dimensions:
  - a. Street names,
  - b. Street right-of-way,
  - c. Street section (B/C to B/C),
  - d. Sidewalks,
  - e. Sidewalk ramps.
  
- \_\_\_\_\_ 22. The following survey design items must be shown on all streets on each sheet:
  - a. Street stationing,
  - b. Station equations at all intersections, with appropriate street names.
  
- \_\_\_\_\_ 23. The City Limits must be shown on each sheet where applicable.

**LANDSCAPE ITEMS OR CONDITIONS TO REVIEW**

- \_\_\_\_\_ 24. The locations, size and type of all features such as sidewalks, ramps, drainage pipes and structures, erosion control, water services and meter boxes, that are constructed under, or are to be constructed under, Approved Engineering Construction Plans and are shown on the Landscape Plans must:
  - a. Be in agreement with the current design set or the Approved Engineering Construction Plans.
  - b. Be shown as existing on the Landscaping Plans and noted as such.
  
- \_\_\_\_\_ 25. All sidewalks, pathways, etc., proposed to be constructed under the Landscaping Plans, must meet all applicable ADA Requirements.
  
- \_\_\_\_\_ 26. No trees or other types of plantings, or structures of any kind that would result in blocking adequate visibility shall be allowed within the 33' x 33' Visibility Easements. Bushes and ground cover within the Visibility Easements shall not exceed 24" in height.
  
- \_\_\_\_\_ 27. No trees or other types of plantings, or structures of any kind that would result in blocking adequate visibility of oncoming traffic at intersections shall be allowed within the Visibility Sight Distance limits as defined by ASSHTO. Bushes and ground cover within these limits shall not to exceed 24" in height.

LANDSCAPE PLAN REVIEW CHECKLIST

Complies	Requirement
----------	-------------

- \_\_\_\_\_ 28. No trees or other types of plantings or items such as curbing (landscape header) shall be allowed that may block or impede the operation of a drainage structures in any way.
- \_\_\_\_\_ 29. No landscaping features shall be allowed to disturb erosion control features, such as concrete spillways or riprap, placed or constructed under Approved Engineering Construction Plans.
- \_\_\_\_\_ 30. No plantings such as bushes, with moderate root systems shall be allowed within 10' of a Dry Well constructed under Approved Engineering Construction Plans.
- \_\_\_\_\_ 31. No Trees shall be allowed within 30' of a dry well constructed under Approved Engineering Construction Plans.
- \_\_\_\_\_ 32. No trees shall be allowed within 7' of a public water or sewer line.

**HARDSCAPE PLAN: (if provided)**

- \_\_\_\_\_ 33. Hardscape plans shall match the architectural site plan and civil plan.
- \_\_\_\_\_ 34. All hardscape improvements with the ROW or dedicated public access way(s) must be shown on the civil engineering plans. The civil engineering plans must address the construction of hardscape improvements within the ROW or dedicated public access way (s) by providing the appropriate design details.

**WALLS (if provided)**

- \_\_\_\_\_ 35. Non-retaining walls details (including simple non-retaining planters) with a max height of 3'-0" may be shown in the details.
- \_\_\_\_\_ 36. All walls over 3'-0" in height shall be shown on the architectural set for commercial developments.
- \_\_\_\_\_ 37. All walls over 3'-0" in height and larger, in a Subdivision development, shall be shown on the civil plans or as a separate wall sheet attached to the civil improvement set. Walls may be shown on the landscape plans to reference architectural colors and material finishes only.
- \_\_\_\_\_ 38. If walls over 3'-0" details are shown on the landscape plans, each detail must be labeled "For Reference Only, Separate Permit, and Approved Required" or, "For Color and Material Finish Reference Only, Separate Permit, and Approved Required."
- \_\_\_\_\_ 39. All retaining walls must be included in the architectural set for commercial developments and within the Civil improvement set for subdivisions. Retaining walls are not permitted or approved with landscape plans.

**IRRIGATION PLANS**

LANDSCAPE PLAN REVIEW CHECKLIST

Complies	Requirement
----------	-------------

\_\_\_\_\_ 40. All landscape areas shall be supported by an automatic irrigation system. A backflow prevention assembly shall be provided according to standard details adopted by the Town. All irrigation systems and landscaped areas shall be designed, constructed, and maintained so as to promote water conservation and prevent water overflow or seepage into the street, sidewalk, or parking areas.

## GENERAL

\_\_\_\_\_ 41. Legend of symbols shall include:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Water Meter | <input checked="" type="checkbox"/> Irrigation Backflow Preventor | <input checked="" type="checkbox"/> Pressure Lines |
| <input checked="" type="checkbox"/> Laterals    | <input checked="" type="checkbox"/> Controller                    | <input checked="" type="checkbox"/> Gate Valves    |
| <input checked="" type="checkbox"/> Sleeving    | <input checked="" type="checkbox"/> Control Valves                | <input checked="" type="checkbox"/> Other          |

\_\_\_\_\_ 42. Pipe Schedule

\_\_\_\_\_ 43. All exposed piping shall be copper pipe and fittings.

## PLANS

\_\_\_\_\_ 44. Irrigation plans shall indicate location(s) of the pressure lines, controller, controller valves, gate valves, sleeving, etc.

\_\_\_\_\_ 45. The backflow preventor shall be directly adjacent to the water meter on private property. Irrigation systems shall utilize one water meter; the irrigation

\_\_\_\_\_ 46. The water meter size shall be specified on the landscape plans. The location shall be specified on the civil plans. The landscape plans shall show the meter in the same location as shown on the civil plans.

\_\_\_\_\_ 47. Sleeving shall be provided for lines running under paved surfaces and public sidewalks for both pipes and wiring.

\_\_\_\_\_ 48. All sleeving shall be scheduled 40 PVC or harder. Vocations for sleeves shall be coordinated with the paving plans.

\_\_\_\_\_ 49. Fountains/water features lines, if not provided on civil or plumbing plans, shall be shown on the irrigation plan. The found shall have a separate line connected to the main line from the meter with its own backflow preventor. No other lines shall be connected to the fountain.

\_\_\_\_\_ 50. Fountains/water features shall have a separate water line and backflow preventor connected directly to the mainline. No other use shall be connected to this line, i.e., landscape irrigation shall not be connected to this line. This may be shown on the irrigation plan, plumbing plan, or civil plan.

## DETAILS

LANDSCAPE PLAN REVIEW CHECKLIST

Complies	Requirement
----------	-------------

\_\_\_\_\_ 51. Details shall be provided for the following irrigation components:

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Controller        | <input checked="" type="checkbox"/> COS STD backflow preventor | <input checked="" type="checkbox"/> Pressure Lines |
| <input checked="" type="checkbox"/> Controller Valves | <input checked="" type="checkbox"/> Valves                     | <input type="checkbox"/> Flush Caps                |
| <input type="checkbox"/> Pressure Regulators          | <input type="checkbox"/> Valve Boxes                           | <input type="checkbox"/> Fountains/Water Features  |
| <input checked="" type="checkbox"/> Trenching         | <input checked="" type="checkbox"/> Emitters, and/or bubblers  | <input type="checkbox"/> Other                     |

FINAL APPROVAL

- \_\_\_\_\_ 52. When plans are approvable, the Town will request mylars be submitted with the original seals and signatures. These will not be accepted until requested.
- \_\_\_\_\_ 53. When any modification to an approved landscape plan is required, plans shall be resubmitted to the Town Engineer.
- \_\_\_\_\_ 54. All modifications shall be made to the originally approved landscape mylars. All plan modifications shall be bubbled and contain a delta with the appropriate revision number. A re-approval block shall be added and shall contain a delta with the appropriate revision number.