



## Landscape Plan Preparation

### Application Checklist

Planning & Community Development  
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The applicant is to use this checklist in the preparation of the landscape plan.

## LANDSCAPE PLAN

**THE PLAN INTENT IS FOR ENTITLEMENT PURPOSES. NOT CONSTRUCTION DRAWINGS.**

- Pre-Submittal Number (Case Number)
- Project title, date, north arrow, project address, existing zoning, proposed zoning (if proposed)
- Name of owner, name of applicant, plan preparer and company name, addresses, and phone numbers
- Vicinity map
- Engineering or Architect scale
- Boundary lines with bearings and dimensions
- Base information of site plan, including all easements
- In tabular form indicate the following:
  - Total percentage of site area landscaped
  - Total number of all trees required and total number provided (including size, spacing and species, caliper inch at planting, size at maturity, symbology corresponding with graphic)
  - Total number of all shrubs required and total number provided (including size, spacing and species, at planting, size at maturity, symbology corresponding with graphic)
  - Total number of all ground covered required and total number provided (including species, caliper inch at planting, size at maturity, symbology corresponding with graphic)
- Proposed landscape buffers (Landscaping and landscaping buffers shall not be located within any utility easement), dimension and label "landscape buffer"
- Landscape areas within the parking area (indicate that no parking space is greater than 65 feet from a required tree; buffer trees cannot be included in this measurement, only parking lot trees are applicable)
- Refuse facilities with type of screening to be used
- Loading areas with type of screening to be used
- Existing and proposed utility and drainage easements

**(Continued on next page.)**



**LANDSCAPE PLAN**

- Show the location of all ground mounted mechanical equipment (HVAC, backflow preventers, transformer and utility boxes, above grade water and utility lines).
- Show and label all amenities, pools, patios, decks, gardens, landscape planters
- Provide elevation drawings of all walls, indicate materials, colors, columns, caps, decorative and lighting elements
- Show hardscaping such as brick, decomposed granite, integral colored concrete, pavers, etc.
- Provide hardscaping such as benches, trash cans, planters, walls and fencing, and similar features
- Include applicable cut sheets for hardscaping and walls

**DESIGN REPRESENTATIVE COMPLETE THE FOLLOWING INFORMATION:**

Prepared By: \_\_\_\_\_

Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_