



Overview

A Final Landscape plan shall be submitted along with all other required site improvements and building plans at the time of application for a Building Permit, or a Final Plat for single or two family residential subdivisions. The Final Landscape Plan shall be in substantial conformance with the approved Preliminary Landscape Plan.

Pre-Application Process

Prior to the submittal of an application for a Final Landscape Plan or an Amendment to an approved Final Landscape Plan the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines.

Application Processing

- 1) Staff Review of Submitted Plans - The complete application will be routed to City Staff and agencies that are involved in the review process for their comments. Review comments will be sent back to the applicant no more than 28 days after the submittal of a complete application. The applicant is responsible for addressing staff comments and redlines and submitting revised plans. Staff will respond to the re-submittal and any subsequent reviews, within a maximum of 7 days.
- 2) Final approval – After comments/redlines have been adequately addressed an approval letter will be prepared by City Staff and a set of stamped approved plans will be given to the applicant.

Submittal Package

Each application for a Final Landscape Plan shall be filed in accordance with section 17.52.390 of the City Code and be reviewed by City Staff for final approval.

- 1) If applying for an Amendment to an approved Final Landscape Plan it shall be accompanied by the following plans that will be reviewed by City Staff for final approval. *All other submittal requirements shall be as stated in the application intake checklist:*
 - a. **Copy of the originally approved landscape plan;**
 - b. **Copy of revised plans** *landscape plan, Irrigation plan etc);*
 - *Must clearly identify the portions of the plan (s) proposed to be revised with easily recognizable "clouds" and/or applicable notes. Since the amendment will replace the formerly approved plan, the final submittal for stamped approval must include all previously approved, as well as, the revised plan sheets together, as a complete plan.*
- 2) Applications for a new Final Landscape Plan approval submitted with a Plat or a Building Permit shall be accompanied by the following plans that will be reviewed by City Staff for final approval:
 - a. **Final Landscape Plan**
 - Date of plan preparation including subsequent revisions
 - Scale, north arrow, and dimensions
 - Vicinity map
 - Property lines, alleys, private streets, tracts and adjacent right-of-ways
 - All existing and proposed easements
 - Landscape statistics (in table form), indicating the following:
 - *Percent landscape area/open space site coverage*
 - *Total # of required and provided landscape materials on-site and off-site (existing & proposed adjacent right of way)*
 - *Square footage of common area landscaping and worksheet identifying the individual areas used to calculate the total square footage*
 - *Square footage of public right-of-way landscaping and worksheet identifying the Individual areas used to calculate the total square footage*
 - Location of proposed landscape areas (*on-site, street right-of-way, parking area, landscape buffers and others*)



- The approximate location of all existing and proposed trees, shrubs, and other landscape materials and improvements, including non-vegetative groundcovers (*distinctive symbols must be used for each plant variety*)
- Sizes, varieties and number of landscaping materials to be used
- Size of plantings at time of planting and at maturity
- Site visibility triangles
- Areas to be irrigated
- A note indicating onsite landscape maintenance responsibilities
- Provisions for pedestrian walks or paths, adjacent neighborhood connections and bicycle paths
- The location of all proposed storm water drainage and retention areas showing contour lines and sections for retention basins and earthen berms
- Schematic grading design of open space areas
- Location, type and height of proposed site lighting fixtures
- Design and location of enhanced community mailboxes
- Elevations of entry monuments, all wall types, lighting, etc. (*Plans should include the location, height, type, and general design and finish*)
- Location and specifications of playground apparatus, ramadas (*shall be shaded and lighted*) or other shade structures, benches, barbecues, ball courts (*lighted w/ shielding*), pools, etc.

b. Irrigation Plan (*if applicable*)

- Date of plan preparation including subsequent revisions
- Scale, north arrow, and dimensions
- Vicinity map
- Property lines, alleys, private streets, tracts and adjacent right-of-ways
- All existing and proposed easements
- Plan scale: 1"= 30' min., 1"= 20' preferred
- State the water provider
- Irrigation schedule indicating symbol, equipment, size and manufacturer
- An irrigation legend on each plan sheet.
- All plant material receives irrigation, except ocotillo and cactus varieties.
- Trees and shrubs on separate valves.
- Main lines sized on the plans
- Emitter schedule or emitters shown on plans
- Class 200 minimum allowable class of pipe for laterals.
- Main lines shall be Sch 40.
- Water point-of-connection, controller location, power point-of-connection, and backflow prevention unit located on plans.
- Install an isolation ball valve to all control valves.
- Install isolation brass ball valves to mainlines of 2 ½ "or smaller. Mounted on their side.
- Gravel sump, Pea gravel minimum six inches deep included in valve boxes.
- PVC sleeve depth under roadways a minimum of twenty four inches to top of sleeve.
- Quick couplers are required at all armadas, play structures, tennis courts or basketball courts.
- Backflow prevention unit security enclosure.
- Backflow riser sleeves.
- The controller shall be screened from the public view with appropriate plantings or painted the same color as the walls or building.

Fees

Final Landscape Plan: \$50 per sheet

Amendment to Final Landscape Plan: \$50 per sheet

Technology Recovery Fee: 5% of Review Fee



Final Landscape Plan - Application Intake Checklist

- | | Applicant | Planner |
|---|--------------------------|---------|
| 1) Owners Authorization Form (if applicable) _____ | <input type="checkbox"/> | _____ |
| 2) Final Landscape Plan _____
<ul style="list-style-type: none"> ▪ (2 copies – (24” x 36”) folded) | <input type="checkbox"/> | _____ |
| 3) Irrigation Plan _____
<ul style="list-style-type: none"> ▪ (2 copies – (24” x 36”) folded) | <input type="checkbox"/> | _____ |
| 4) CD containing all Submittal Documents _____
<ul style="list-style-type: none"> ▪ (1 CD with all documents in PDF format) | <input type="checkbox"/> | _____ |
| 5) Application Fee _____ | <input type="checkbox"/> | _____ |

****Prior to submittal the applicant is required to meet with the Project Planner to confirm the complete submittal of all required items.****

Plan Review Distribution

<u>Agency/ Department</u>	Final Landscape Plan	Irrigation Plan
<u>Planning</u>	X	X
<u>Fire</u>		
<u>DC Engineer</u>		
<u>City Eng.</u>		
<u>Traffic Eng.</u>		
<u>Community Services</u>		
<u>Sanitation</u>		
<u>Wastewater</u>		
<u>ADOT</u>		
<u>Public Review</u>	X	X

