

LANDSCAPE APPLICATION CHECKLIST

Date submitted _____ (date shall be stamped as received by City Hall staff)

Project Name _____ Project Address _____

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions, contact the Community Development Department.

- Completed & signed *General Application Form*
- All *applicable fees* (minimum fee submittal is \$100 and based on actual time and materials)
- Three (3) copies of the of the following *exhibitions* due at the **time of application submittal**

EXHIBITIONS

The *Landscaping Plan* shall be signed by a licensed landscape architect in accordance with all applicable state and city laws.

The *Landscaping Plan* shall be provided on *11" x 17" folded paper* and *Drawn to scale* using standard architectural practice (1" = 20' unless otherwise approved by Community Development Department). All dimensions shall be in square feet unless otherwise noted.

The *Landscaping Plan* shall include:

- North arrow, date, and scale*
- Legend* to identify the type and size of all plants to be used (include botanical name of plant species)
- A *site plan* showing the property drawn to scale with *all structures* identified.
- Elevations* of all structures and landscaping, if applicable
- Location* of all areas to be landscaped
- Number* and *Gallon size* of all plantings
- Type* of landscaping to be used, including:
 - Grass
 - Bushes
 - Trees
 - Flowers
 - Hardscape
- Drip irrigation plan.*
- Outdoor lighting* location and details

NOTE: If the landscaping plan is submitted as a **condition of approval** on a project, the applicant **may** be required to contact the Community Development Department to inspect the plants and trees prior to removal from their containers and prior to installation to ensure conformance with the approved Final Landscape Plans (e.g., plant species, gallon size, and location)