



KIVA #: _____ Project Name: _____

Reviewed By: _____ Phone: _____ Date: _____

Landscape Architect: _____ Phone: _____

The purpose of this checklist is to offer comments on plan design for Landscape Plans with Public Trails or Paths to be approved by the city of Phoenix. This checklist is used as a guideline to ensure that public trails and paths are in compliance with the city of Phoenix Supplement to Maricopa Association of Governments (MAG) Standards and the MAG Standards. The city of Phoenix Supplement to MAG Standards supersedes the MAG Standards. Refer to the "Landscape, City Maintained" plan checklist for projects where any portion may require city of Phoenix maintenance of Public Trails or Paths.

The source of the Landscape Plan design is the city of Phoenix Supplement to MAG Uniform Standard Specifications, city of Phoenix Zoning Ordinance Chapters 5 and 7, and MAG standards.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for Landscape. Plan approval and issuing permits depend on compliance with the comments made on the check prints and this checklist. The Landscape Architect shall satisfy themselves of the completeness and accuracy of the design.

Plan review correction cycles and/or approvals are valid for 12 months (1 year) Additional review fees (see Fee Schedule – Phoenix City Code, Chapter 9, Appendix A.2) shall be charged for extensions/reinstatements to update expired plan reviews.

A completed checklist must be attached to the Landscape plans when submitted for first review. The following Certification Statement must be signed by the Landscape Architect stating that all applicable requirements on this checklist have been met:

CERTIFICATION

I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.

LANDSCAPE ARCHITECT'S NAME: _____

LANDSCAPE ARCHITECT'S SIGNATURE: _____ **DATE:** _____

Please complete and return this checklist and the check prints with your next submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

The Landscape Architect (**LA**) of record must fill out all boxes in the first column as either ☒ (Addressed) or

☐ N/A (Not Applicable).

Landscape plan reviewer (**RVW**) shall check the second column as ☒ (Required) when requirements have not been properly addressed.

REQUIRED SUBMITTALS

LA RVW

- ☐ ☐ Plan sheets shall be 24" X 36"; submit three (3) sets of Landscape, Public Trail & Path plans and a completed and signed Landscape, Public Trail & Path Plan Checklist.

Note: If submitting through the Electronic Plan Review system (Current Process) or SHAPE PHX (Future Process), multiple copies of submittal documents are not required.

TRAIL REQUIREMENTS

- ☐ ☐ The Landscape, Public Trail and Path plans shall include information regarding the trail and path on the first submittal and any subsequent reviews. The items on this checklist are in addition to the Landscape Plan Checklist items. This checklist does not replace the Landscape Plan Checklist.
- ☐ ☐ Dimension and label all multi-use and shared-use trail easement(s) and show the trail within the easement. Match the site plan and the master plan (if applicable).
- ☐ ☐ Trails shall not be located in retention basins or drainage channels.
- ☐ ☐ All public multi-use and shared-use trails shall be designed in compliance with section 429 of the city of Phoenix Supplement to MAG Uniform Standard Specifications for accessibility.
- ☐ ☐ Trails adjacent to turf shall have concrete headers on each side that abuts turf (provide section and drainage cut details).
- ☐ ☐ Trails through decomposed granite groundcover shall have a 2-foot shoulder on each side of the trail, per section 429 of the city of Phoenix Supplement to MAG Uniform Standard Specifications for accessibility. Provide detail(s) and notations.
- ☐ ☐ No spiny plants or poisonous plants shall be located within 10 feet of trails.
- ☐ ☐ There shall be a minimum 3-foot horizontal clearance between the trail and/or sidewalk and fixed obstacles such as trees, poles, walls, fences, utility boxes, etc. Provide detail(s) and notations.
- ☐ ☐ There shall be a minimum 10-foot vertical clearance over the trail and shoulder areas. Provide detail(s) and notations.
- ☐ ☐ The multi-use trail surface shall be ¼ inch minus decomposed granite at 3-inch depth (compacted and stabilized the full 3-inch depth). The sub-grade shall be 90% compacted. Provide detail(s) and notations.
- ☐ ☐ Trail surfacing shall be a contrasting color from surrounding surfaces. Provide detail(s) and notations.
- ☐ ☐ Where the trail surface ties into another surface material i.e., sidewalk or curb, the trail shall meet and match the grade of the other surface. Label the plan and provide notations.
- ☐ ☐ Trails shall merge directly into accessible ramps at all roads and driveway crossings.
- ☐ ☐ All public multi-use and shared-use trails are to be accessible to individuals with disabilities with a maximum 5% slope (20:1) and a maximum 2% cross slope. Label slope(s) on plan. Provide detail(s) and notations.
- ☐ ☐ Indicate on the plan who is to maintain the trails(s), such as HOA, commercial owner, city. If the city of Phoenix is to maintain the trails you must provide a written statement from the responsible department, at the time of plan submittal, accepting that responsibility. Plans will need to be reviewed and approved by the department that is accepting the maintenance responsibility.
- ☐ ☐ Call out the details from the city of Phoenix Supplement to MAG Standards, P1130 and P1131. Available online through the Streets Department website
https://www.phoenix.gov/content/dam/phoenix/streetssite/documents/2024-COP-Supplements-to-MAG-2024-Standard-Details_Final.pdf
- ☐ ☐ Provide trail design details relevant to the project on the plan.

- ☐ ☐ Show limits of construction/scope of work. Not applicable if the entire property is being submitted for review.
- ☐ ☐ A County dust control permit is required. **CITY TRAIL NOTES FOR LANDSCAPE PLAN**

NOTE: PLACE THE FOLLOWING CITY NOTES FROM THIS CHECKLIST ON THE COVER SHEET UNDER THE TITLE, 'CITY OF PHOENIX GENERAL TRAIL NOTES'.

LA RVW

- ☐ ☐ The city of Phoenix General Notes are the only notes approved on this plan. Additional general notes generated by the sealant and placed on the plans are not approved as part of this plan and are noted as such on the plans.
- ☐ ☐ The Design on these plans is only approved by the city in scope and not in detail. Construction quantities on these plans are not verified by the city. Approval of these plans are for permit purposes only and shall not prevent the city from requiring correction of errors in the plans where such errors are subsequently found to be in violation of any law, ordinance, health, safety, or other design issues.
- ☐ ☐ All public multi-use and shared-use trails shall be constructed in compliance for accessibility with section 429 of the city of Phoenix Supplement to MAG Uniform Standard Specifications.
- ☐ ☐ Trails through decomposed granite groundcover shall have a 2-foot shoulder on each side of the trail, per section 429 of the city of Phoenix Supplement to MAG Uniform Standard Specifications for accessibility.
- ☐ ☐ All trails shall be maintained to assure 3-foot horizontal clearance between the trail and/or sidewalk and fixed obstacles such as trees, poles, walls, fences, utility boxes, etc.
- ☐ ☐ There shall be a minimum 10-foot vertical clearance over the trail and shoulder areas.
- ☐ ☐ The multi-use trail surface shall be ¼ inch minus decomposed granite at 3-inch depth (compacted and stabilized the full 3 inch depth). The sub-grade shall be 90% compacted.
- ☐ ☐ Where the trail surface ties into another surface material i.e., sidewalk or curb, the trail shall meet and match the grade of the other surface.
- ☐ ☐ Trails shall merge directly into accessible ramps at all roads and driveway crossings.
- ☐ ☐ All public multi-use and shared-use trails are to be accessible to individuals with disabilities with a maximum 5% slope (20:1) and a maximum 2% cross slope.
- ☐ ☐ The contractor shall acquire all permits required by the city of Phoenix.
- ☐ ☐ Trails that cross 404 washes must have prior approval and permitting through the Army Corps of Engineers and are not approved by the city of Phoenix as part of this plan.
- ☐ ☐ The Homeowners Association or property owner shall maintain all public trails, landscape, and irrigation in the public right of way and common area tracts unless otherwise noted on these plans and approved by the department that will maintain those areas.

REFER TO THE LANDSCAPE PLAN CHECKLIST FOR PLAN REVISIONS AND EXTENSIONS.