



KIVA #: _____ Project Name: _____

Reviewed By: _____ Phone: _____ Date: _____

Landscape Architect: _____ Phone: _____

This checklist is to be used for any projects that have more than 50 trees/plant materials on-site (native or non-native). The Landscape Plan is a separate submittal from the Landscape, Inventory Plan.

The Landscape Inventory Plan identifies existing features and plant materials on the site. Plants and special features, such as rock formations or riparian washes, are called out by location, size, and condition. This plan shall designate all plants and special features that are salvageable and state specific reasons for the removal of any non-salvageable mature plant material. This plan must be approved before a site plan can be finalized.

The purpose of this checklist is to offer comments on plan design for Landscape - Inventory. The source of the Landscape Inventory Plan design is City of Phoenix Zoning Ordinance Chapter 5.

- Per Arizona Revised Statutes (ARS) 32-121, a person or firm desiring to practice any board-regulated profession—such as Landscape Architecture—shall first secure a certificate or registration to practice, offer, or perform professional services regulated by the State of Arizona.
- To secure registration to practice as a Landscape Architect, a person must be actively engaged in education or experience, or both, in the profession for which registration is sought for at least eight years—with up to 5 years being completed in a landscape architectural school approved by the board and 3 years must be attained under the direct supervision of a professional who is satisfactory to the board and registered in this state, another state or a foreign country in the profession in which the applicant is seeking registration—per ARS 32-122.

Per the Arizona Administrative Code R4-30-301, A registrant shall comply with state, municipal, and county laws, codes, ordinances, and regulations pertaining to the registrant's area of practice. Therefore, the following landscape plan submittals shall be sealed by an Arizona Registered Landscape Architect per R4-30-304. Use of Seals.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for Landscape Inventory. 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 1 year (12 months) 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 Inventory plans when submitted for first review or the plans will be rejected at pre-log. The following Certification Statement must be signed by the Landscape Architect stating that all applicable requirements on this checklist have been met: 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.

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

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(Addressed) or

☐ N/A

(Not Applicable).

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

REQUIRED SUBMITTALS

DES RVW

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☐ Plan sheets shall be 24" X 36"; submit three (3) sets of Landscape, Inventory plans, one (1) copy of the approved preliminary Site Plan for major projects or one (1) copy of the first review site plan mark-up for minor projects (if applicable) and a completed and signed Landscape, Inventory 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.

GENERAL REQUIREMENTS

DES RVW

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☐ Base sheets shall be aerial photos or topographic surveys with all existing features and plant materials accurately located and identified.

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☐ Orientation of each plan sheet shall be shown by a north arrow (up or to the right) and a scale of the drawing in the lower right-hand corner. Provide a graphic and written scale. Please do not exceed 50 scale. The Inventory Plan and the Salvage Plan shall be the same scale.

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☐ Each sheet shall be numbered consecutively with total number of sheets in the lower right hand corner.

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☐ Show all streets, alleys and easements. Streets shall be identified by name. Dimension and label all right-of-way and easements.

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☐ When submitting plans in color, the plans and information must be conveyed without the use of color coding since the plans will be scanned in black and white.

COVER SHEET REQUIREMENTS

DES RVW

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☐ Provide a project title block with the name and address of the project.

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☐ Provide a vicinity map and sheet layout, properly oriented with north up or to the right. Include street names for nearest intersection, with route of travel to site.

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☐ Provide the Owner/Developer's name, address, telephone number, and e-mail address.

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☐ Provide the Landscape Architect's name, address, telephone number, and e-mail address.

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☐ Provide the following information in the lower right-hand corner of each sheet:

- Consecutive numbers and total number of sheets

- Hillside Preservation, H # _____
- The appropriate processing numbers including:
 - KIVA #: _____
 - ENVR #: _____
 - LSIN #: _____
 - City Quarter Section #: _____

- ☐ ☐ Provide an Approval Signature Block in the lower right hand corner of the cover sheet as shown below with information filled in as follows:

Plant Inventory Approval, City of Phoenix

Date

- ☐ ☐ For Electronic Plan Review System submittals only, provide a 4-inch by 4-inch empty square area on the lower right quadrant of the cover sheet for the Electronic Approval Stamp.

CITY NOTES FOR LANDSCAPE INVENTORY PLAN

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

DES 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.
- ☐ ☐ Plant materials must be individually tagged in the field at the time the Inventory Plans are submitted. Tagged material must be clearly marked with waterproof ink and include the number which corresponds to the number shown on the plan. A field review will not occur until clearly marked tags are in place on each plant to be included in the inventory.
- ☐ ☐ All plant materials must remain on site until the salvage plan is approved.
- ☐ ☐ Tags must be attached so that they will remain on the plant for the duration of the salvage and nursery storage period. Plant materials without numbered tags in the nursery will not be counted toward the total requirement for the project.
- ☐ ☐ All salvageable material is to be clearly flagged with tape or plastic tags visible from all directions. Tags shall be numbered to correspond with the plant inventory plan and legend.
- Color code as follows:
- Red – Salvage and relocate.
 - White – Preserve and protect in place.
 - Blue – Destroy, not salvageable and cannot remain in place.
- ☐ ☐ Contact the Parks & Recreation Department, Forestry Supervisor, at 602-262-6862, to verify ownership of any plant material in the public R.O.W. prior to any plant re-locations or removals. Obtain written permission from the Parks and Recreation Department prior to the re-location or removal of any City plant material or equipment.
- ☐ ☐ Contact the Street Transportation Department, Horticulturist, at 602-262-6284, prior to the re-location or removal of existing plant material in the A.D.O.T. R.O.W. that is on the City's side of the sound wall. Obtain written permission from the Street Transportation Department prior to the re-location or removal of any plant material or equipment.
- ☐ ☐ Plan approval is valid for 1 year (12 months) . Prior to plan approval expiration, all associated permits shall be purchased, or the plans shall be resubmitted for extension of plan approval. The expiration, extension, and reinstatement of Inventory plans and permits shall follow the same guidelines as those indicated in the Phoenix Building Construction Code Administrative Provisions Section 105.3 for Building permits.
- ☐ ☐ File Notice of Intent (NOI) to clear land with the State of Arizona, 602-542-6408.
[https://agriculture.az.gov/sites/default/files/2023.02%20-%20NP%20-%20Intent to Clear %20Land.pdf](https://agriculture.az.gov/sites/default/files/2023.02%20-%20NP%20-%20Intent%20to%20Clear%20Land.pdf)

PLAN SHEET REQUIREMENTS
INVENTORY

NOTE: ALL MATURE PLANTS, NATIVE AND NON-NATIVE, REQUIRE INVENTORY.

DES RVW

- ☐ ☐ Provide the following information for all trees four-inch (4") caliper or larger and cacti three feet (3') or higher in height for **native plants**, per Zoning Ordinance 507 Tab A.II.A.1.1.1. And provide the following information for all trees four-inch (4") caliper or larger and cacti six feet (6') in height or higher for **non-native plants**, 507 Tab A.II.A.3.1.1:
- Symbol (circle) representing plant material and label with ID number
 - Exact location
 - Mature height, spread, and minimum caliper, for both standard and multi-trunk trees. container size for all plants other than trees.
 - Botanical and common names
 - Note plant condition
 - Designate each plant as salvageable (S) or non-salvageable (NS) with the reason for non-salvageable given; list why the plant will not survive the salvage process.
 - Plants that are designated as non-salvageable could remain in place (which will be noted on the salvage plan) if they will not be affected by construction.
- ☐ ☐ Plant inventory should include the scope of work plus 10' beyond (this 10' requirement may be waived at the discretion of the Planning & Development Landscape Architect). The limit of work should match the Site Plan and G&D Plan. Any plants outside the scope of work should be protected in place with a construction fence located at the limit of work. Plants on adjacent properties must remain in place and should be protected from construction.
- ☐ ☐ Identify features such as washes or rock formations that are to be preserved in place. See Zoning Ordinance 507 Tab A.2.2.1. Dimension those areas on the base sheet. All Phases must be a "stand-alone" phase – meaning they must be able to be permitted and completed and function by themselves.
- Plans for future phases shall be resubmitted for a full review, prior to construction of each new phase (s). Provide a new signature/date line for the new phase(s) **PLANS FOR REVISION(OPTIONS)**

DES RVW

- ☐ ☐ All original plan approvals, signatures, and seals are to remain on the revised plans.
- ☐ ☐ All plans revised after the original approval shall be resubmitted for review and approval. The nature of the revisions must be called out on the cover sheet and on the sheet(s) which have been revised. The revision number itself shall consist of a numeral within a triangle. Δ changes on each plan sheet shall be highlighted with "clouding."
- ☐ ☐ All revised sheets, including the cover sheet are to be re-sealed, signed and dated.
- ☐ ☐ New approval signature block is required to be added to the cover sheet for approval of the revisions. Match the original signature block and revise the information as necessary (refer to signature block on page 2 of this checklist).

EXTENSIONS (OPTIONAL)

DES RVW

- ☐ ☐ All plans submitted for extension require a new signature block and are to be re-signed by the submitting designer. Plan extensions are to be highlighted with "clouding" as specified in the plan revision process above. The plan sealant shall note that this change is a plan extension. A new approval signature block is required to be added to the coversheet for approval of the extension. All plan extensions must have prior approval by completing the Plan Review Extension Application. The Plan Review Extension Application can be found at the following site:
<https://www.phoenix.gov/administration/departments/pdd/site-development/civil-plan-reviews.html>
Provide a copy of the approved application with the plan submittal.

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- ☐ ☐ Plan approvals for extension are valid for a period of 180 days from the date of the plan review extension.