



KIVA #: _____ Project Name: _____

Reviewed By: _____ Phone: _____ Date: _____

Landscape Architect/Designer: _____ Phone: _____

The purpose of this checklist is to offer comments on plan design for Landscape Plans to be approved by the City of Phoenix. Refer to the "Landscape - Supplement – City Maintained Landscaping Only" checklist for projects where any portion may require City of Phoenix maintenance in the Right-Of-Way.

The source of the Landscape Plan design is City of Phoenix Zoning Ordinance Chapters 5, 7, and City of Phoenix Supplement to Maricopa Association of Governments Uniform Standard Specifications.

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. Additional review fees (see Fee Schedule – Phoenix City Code, Chapter 9, Appendix A.2) shall be charged to extend/reinstate expired plan reviews for no more than 180 days.

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 plan designer 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 (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 plans, one (1) copy of the approved preliminary site plan, one (1) copy of the Grading and Drainage plan, if applicable, and a completed and signed Landscape Plan Checklist.

Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.

GENERAL REQUIREMENTS

LA RVW

- All plans for the project must match including the Site plan, Grading and Drainage plan, and the Landscape plan. A non-refundable fee (see current fee schedule) will be charged at the time of submittal.
Note: Please **do not** attach Site plans, Grading and Drainage plans, Inventory, or Salvage plans within the Landscape sets. These plans should be kept separate as they are for reference only. Sheets that are not landscape planting or irrigation plan related (i.e. hardscape plan, wall plan, pool details, etc.) are not required for approval and will not be approved as part of the landscape set. However, if these types of plan sheets are included in the stapled landscape set, they will be charged per sheet.

- Delay submittal of landscape plan corrections until Inventory and Salvage plans are submitted and approved. If Inventory and Salvage Plans are not approved at the time of the Landscape review, an additional review will automatically be required and subsequent review fees will be applied even if there are no corrections.

If submitting the landscape plan prior to Inventory and/or Salvage approval, please fill out, sign and date the following agreement on this checklist:

I, _____, am submitting for the first review of the Landscape Plan. I understand
Print Name

and agree that the Landscape plan cannot and will not be submitted for second review until the Inventory and/or Salvage plan(s) are approved.

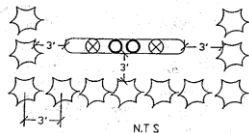
Signature: _____ **Date:** _____

- 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. Scale shall be 20 scale with 30 scale maximum.
- Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm. The size of lettering and symbols shall be 1/8 inch (12 pt.) minimum.
- Each sheet shall be numbered consecutively with total number of sheets in the lower right hand corner.
- Show all streets, curbs, sidewalks, accessible ramps, and headers. Streets shall be identified by name. Dimension and label all Right-Of-Way, setbacks, and easements.
- Show all three foot (3') walls per the approved site plan with shrubs to screen parking. Label all freestanding walls with height on the plan. If there is no screen wall to screen parking shown on the approved site plan, parking areas should be buffered from adjacent residential properties and screened from streets so that cars are not visible below the average height of the headlights.
- Show and label all sight visibility triangles per the approved site plan. Maximum mature plant material height in the sight visibility triangles is 24".
- If a landscape inventory and/or salvage plan was completed, identify all salvaged landscape materials and remain in place materials on the landscape plan. Please use the corresponding tag numbers from the inventory and/or salvage plan.
- Show all existing trees, cacti, and shrubs on the plan. Salvaged landscape material is to be utilized on the site. If there are no existing plant materials on site, please note on the plans, "There are no existing plant materials on the site." If there are no salvageable plants or remain in place plants as a result of the approved salvage plan, please add a note stating that fact.

LA RVW

All service areas (examples listed in the zoning ordinance) must be screened from eye level adjacent to public streets (507 Tab A.II.B.7.4). Show the location of any fireline backflow preventers. Screen the fireline backflow preventer with a three foot (3') screen wall if there is a screen wall shown on the site plan. If the fireline backflow preventer is visible from the street and a screen wall is not shown on the site plan, provide shrubs spaced three feet (3') on center to screen the fireline backflow preventer. Mature shrub height should be equal to or greater than the height of the backflow preventer. Plant material must be placed so that, at plant maturity, a three foot (3') clearance around the backflow preventer for access is maintained (see detail below). A note may be used instead that states "There are no fireline backflow preventers on this project." (*Does not apply to residential subdivisions*)

Maintain a minimum of three foot hydrants per MAG Standard and fire department connections landscape plans to verify they responding fire fighters with a minimum 3 feet clearance where nothing will be planted or will grow (PFC 508.5 & 912.2).



(3') access to and clearance around all fire Detail 362. Show the locations of all fire hydrants (FDCs) to fire protection systems on the will remain easily visible and accessible to

Show and label all overhead power lines and power poles, or note there are none. Call Arizona Public Service (APS) at 602-371-6230 (Fax 602-371-6568) or Salt River Project (SRP) at 602-236-8170 for planting requirements. If using plants that are not on the applicable companies' list of allowable plants then provide written documentation that the applicable company is allowing the specified plants under/near the existing power lines and poles.

Show and label all electrical transformers on the plans. Plant materials are to be large enough and spaced to screen electrical transformers that are visible from eye level adjacent to public streets. Unless otherwise required by the utility company, maintain a three foot (3') clearance around all edges of all transformer pads and a clear operational area that extends 12 feet immediately in front of all transformers. Refer to the utility companies' details.

Show all storm water storage facilities and berms. Denote all existing contours on the plan. Side slopes of storm water storage facilities shall be no steeper than 5:1 for irrigated grass areas and 3:1 for landscaped areas. The landscape plans must provide slope stabilization measures for all slopes steeper than 5:1. The slope stabilization measures must be readily maintainable using common maintenance equipment and be designed with consideration to aesthetics. The slope stabilization measures shall be consistent with commonly used engineering practices. Un-stabilized decomposed granite is not allowed on slopes steeper than 5:1. Slopes steeper than 4:1 require 100% live cover and jute netting. Berming is not allowed in sight visibility triangles or sight distance lines.

Show limits of construction/scope of work. Not applicable if the entire property is being submitted for review.

Provide landscape for traffic chokers in residential subdivisions. Two (2) trees and five (5) shrubs per side are acceptable. Refer to Street Transportation Department Design Guidelines for traffic chokers.

In residential subdivisions where landscape tracts are adjacent to arterial streets or freeways, trees should be a minimum two inch (2") caliper per Section 507 Tab A.II.C.3.2 of the City of Phoenix Zoning Ordinance.

In residential subdivisions, the landscape permit will include Right-Of-Way and on-site fees. The on-site fees are for all landscape work to be completed within the subdivision (i.e. retention basins, tracts, etc.).

If the project is phased, indicate and label phase lines on a key map and on plan sheets. The phasing of landscape plans must match the phasing of the Site Plan and the Grading & Drainage Plan. Each phase requires a separate Approval Signature Block.

A County dust control permit is required.

COVER SHEET REQUIREMENTS

LA RVW

- Provide a project title block with a name and address of the project
- Provide a vicinity map and sheet layout, properly oriented with north up or to the right.
- Provide a key map and sheet index if there are more than one (1) plan sheets.

LA RVW

- Provide the Owner/Developer's name, address, telephone number, and e-mail.
- Provide the Landscape Architect name, address, telephone number, and e-mail.
- Provide Approval Signature Block shown below with information filled in as follows:

Landscape Architect, City of Phoenix	Date
Estimated Right-Of-Way cost \$ _____	Estimated S.F. of landscape in Right-Of-Way _____
Maintenance by: <input type="checkbox"/> City <input type="checkbox"/> Owner	Total acres (or portions) of landscaped area _____
Square Footage of Turf _____	Date of Preliminary Site Plan approval _____

- If the signature block on the plan is marked to show that the City will maintain the landscape (ROW, on-site, or both), provide written documentation of the agreement to maintain the landscape from the applicable department and follow the Landscape - Supplement – City Maintained Landscaping Only checklist.
- Landscape plans shall be signed, dated, and sealed by an Arizona Registered Landscape Architect (Civil Engineer or Architect accepted if the landscape is incidental to the work).
- Provide the following information in the lower right hand corner of each sheet:
 - Consecutive numbers and total number of sheets
 - The appropriate processing numbers including:
 - KIVA# _____
 - SDEV# _____
 - CCPR or CSPR# _____
 - ENVR# _____
 - H# _____ (from ENVR plan)
 - City Quarter Section # _____
 - Current Zoning _____
 - Zoning Case Number(s): Z/ZA _____, if applicable
 - Zoning Stipulations and/or Variance info _____, if applicable
 - Regulatory Overlay District(s): _____, if applicable

CITY NOTES FOR LANDSCAPE PLAN

NOTE: PLACE THE FOLLOWING CITY NOTES FROM THIS CHECKLIST ON THE COVER SHEET UNDER THE TITLE, 'CITY OF PHOENIX GENERAL LANDSCAPE 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.
- Construction within the right-of-way shall conform to the latest applicable Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details and the latest City of Phoenix Supplement to the MAG Uniform Standard Specifications and Details.
- Final building permit cannot be obtained until bonding or approved assurances are provided for the landscaping within the right-of-way.

- LA RVW
- No plant substitutions, type, size, or quantity, or deviations from the approved landscape or irrigation plans, are allowed without prior approval from the City of Phoenix Landscape Section at 602-262-7811.
 - All plant material and specifications shall conform to the Arizona Nurseryman Association standards.
 - All Right-Of-Way and City required (perimeter, retention, and parking) plant material shall be in compliance with the Department of Water Resources low water use plant list.
 - 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.
 - All existing trees and shrubs in right-of-way designated to remain but are damaged or destroyed will be replaced in like size and kind by the contractor.
 - The proposed irrigation system shall include any modifications required to tie the existing City of Phoenix irrigation system in Right-Of-Way to the proposed system. All through irrigation systems in the Right-Of-Way shall be maintained. The contractor shall be responsible for capping and/or abandoning existing irrigation to plant materials and providing new irrigation to the existing plant material, in Right-Of-Way, per the approved plan.
 - Walls are not approved as part of the landscape plan but are shown for reference only.
 - Trees adjacent to pedestrian walkways should have a minimum canopy clearance of six feet eight inches (6'8") per Section 507 Tab A.II.A.3.1.10 of the City of Phoenix Zoning Ordinance.
 - P.V.C. pipe laterals are required. A maximum of five feet (5') of poly tubing off of the P.V.C. pipe lateral is allowed. No poly tubing laterals are allowed.
 - Plant quantities and caliper sizes, per the specific zoning requirements for this site, provided in the legend on the approved plans are required to be installed in the field. Any deviations from the plan will require a revision to the approved plan.
NOTE: Minimum caliper size is a zoning requirement. If the minimum caliper cannot be met at box size that is specified, then the box size must be increased to meet caliper requirements.
 - Plan approval is valid for 180 days. 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 Landscape 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.

PLANTING SHEET REQUIREMENTS

- LA RVW
- Provide a plant materials list that includes the following:
 - Symbol
 - Plant name (botanical and common)
 - Caliper size
 - Size (mature height and width (H x W), box size, or gallon size)
 - Quantity

- LA RVW
- Provide a mix of plant material sizes consisting of sixty percent (60%) trees with two inch (2") minimum caliper and forty percent (40%) with one inch (1") minimum caliper in accordance with the Arizona Nursery Association Standards per City of Phoenix Zoning Ordinance Section 507 Tab A.II.A.3.1.2. Only caliper sizes will be reviewed and approved. See the specific zoning for the project for applicable zoning requirements.
 - Drought tolerant trees shall average twenty feet (20') on center adjacent to the perimeter of the site with five (5) shrubs per tree for commercial, industrial, multi-family, and residential subdivisions. See the specific zoning for the project for applicable zoning requirements.
 - One drought tolerant tree every 500 square feet and one shrub every 100 square feet shall be installed in the landscape setback adjacent to a street per City of Phoenix Ordinance Section 703.A.4.B.3. (Does not apply to residential subdivisions). See applicable zoning requirements.
 - Street tree improvements shall be made in accordance with adopted streetscape designs for each street. See the specific zoning for the project for applicable zoning requirements.
 - Applicable Plant List (i.e. A.P.S., S.R.P., overlay district, etc.): _____
 - Plantings in Right-Of-Way and city required landscaping shall be from the Department of Water Resources Active Management Area plant list.
 - Applied dust control products (i.e. decomposed granite, river rock, ground cover, etc.) are to be installed a minimum of two inches (2") thick in all landscape areas. Decomposed granite size should be ¼" to ¾" per Zoning Ordinance section 202 and City of Phoenix Supplement to MAG Standards section 430.
 - Boulders are not allowed in the public Right-Of-Way (Streets Department).
 - Turf is not allowed in the public Right-Of-Way (State Law).
 - Turf and high water use plants are limited to fifty percent (50%) of the landscape area or ten percent of the total lot area, whichever is less per City of Phoenix Zoning Ordinance Section 507 Tab A.II.A.3.1.13. *(Does not apply to functional turf areas such as in multiple-family and single-family common areas, schools, golf courses, and parks)*
 - Fifty percent (50%) live coverage in all landscape and retention areas includes trees, shrubs, and ground cover. Landscape treatment must be used for the entire site exclusive of building(s) and pavement for vehicular use.
 - A maximum of fifty percent (50%) of the landscape setback may be used for retention per City of Phoenix Ordinance Section 507 Tab A.II.A.2.5.
 - Incorporate preliminary plan concepts, requirements, stipulations, presumptions, and considerations into the Landscape Plan per the Preliminary Site Plan.
 - Zoning case and Zoning Adjustment stipulations met.
 - Provide a detail of swale sections adjacent to the street and cross-sections of Right-Of-Way.
 - Provide a tree and shrub planting detail per City of Phoenix Supplement to MAG Standards 430.10.1.
 - Pedestrian walkways and gathering areas should be shaded a minimum of fifty percent (50%) at maturity per City of Phoenix Ordinance Section 507 Tab A.II.B.6.1.
 - Provide additional planting areas in parking lots. See specific zoning requirements for the percentage required.
 - If the project is to be phased, indicate the methods of dust, weed, and debris control on the undeveloped portion(s) of the site. Provide two inches (2") of decomposed granite over all vacant pad sites.

IRRIGATION PLAN SHEET REQUIREMENTS

LA RVW

- Provide a materials list which includes the following:
 - symbol
 - equipment type
 - equipment size
 - Show the water source or tap location on plan. Obtain the station points from the engineer and place on the plans for new construction or dimension existing meters or mainline point of connection.
 - Provide the controller location, type, number of stations, etc.
 - Provide the location(s) of valve(s), type, and size.
 - Provide the location(s) of the backflow preventer(s), type, size, etc.
 - Show main, laterals (PVC), and pipe size.
 - Show spray heads, location, and type.
 - Provide a sleeve pipe (schedule 40) under driveways and walks, and call out the size.
 - For phased projects, clearly show how the irrigation will be phased. All necessary irrigation items must be provided in the first phase.
 - Place irrigation pipe schedule on plan or indicate all pipe sizes on plan:

		<u>Pipe size Gal/Min</u>				<u>Pipe size Gal/Min</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1/2"	0 – 5	<input type="checkbox"/>	<input type="checkbox"/>	1 1/4"	16 – 25
<input type="checkbox"/>	<input type="checkbox"/>	3/4"	6 – 10	<input type="checkbox"/>	<input type="checkbox"/>	1 1/2"	26 – 35
<input type="checkbox"/>	<input type="checkbox"/>	1"	11 – 15				
 - Show any existing irrigation main lines, in the Right-Of-Way, on the plans.
- Show the following irrigation details on the plan:
- Backflow Preventer Valve Bubbler or Emitter
 - Pipe Depth Controller Spray Head
 - Sleeve Pipe Screen for Irrigation Backflow Preventer

PLANS FOR REVISION

LA 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.

Landscape Architect, City of Phoenix	Date
Estimated Right-Of-Way cost \$ _____	Estimated S.F. of landscape in Right-Of-Way _____
Maintenance by: <input type="checkbox"/> City <input type="checkbox"/> Owner	Total acres (or portions) of landscaped area _____
Square Footage of Turf _____	Date of Preliminary Site Plan approval _____

EXTENSIONS

LA RVW

- 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:
<http://www.phoenix.gov/development/siteandcivil/civil/>. Provide a copy of the approved application with the plan submittal.

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