



The city of Phoenix Planning and Development Department (PDD) reviews landscape plans to check for conformance to requirements found in the Zoning Ordinance and other documents. All new development projects generally require the submittal of a landscape plan for review by the PDD Landscape Section. The review process involves submittal of a Landscape Plan and correction cycles. Installation of landscape materials is verified through the final inspection process and is required prior to issuance of a Certificate of Occupancy. This handout is designed to answer the more frequently asked questions related to landscape Plans and the landscape review process.

Related resources include:

On-line Plan Review Status

<http://phoenix.gov/development/onlineservices/index.html>

click on: check plan review status

click on: plan review information search

type in permit #, KIVA# or project name

click on: "reviews"

click on: "notes" for the review you wish to read

Landscape and Checklists

<http://phoenix.gov/development/siteandcivil/landscape/index.html>

Phoenix Zoning Ordinance

<http://www.codepublishing.com/AZ/phoenix/?PhoenixZNT.html>

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This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact Planning and Development at (602) 262-7811 voice or (602) 534-5500 TTY.

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Q: What types of Plans does the Landscape Section review?

A: There are three broad categories of plans:

Inventory Plan: The Inventory plan is simply a record of the plant material existing on a piece of property. The Inventory provides information about the location, size, and current physical condition of the vegetation on the site. It should also include an initial determination of whether the plant material is "salvageable" or "non-salvageable". Each tree or cacti on the site that meets the caliper or height minimums is to be physically numbered and tagged with the appropriately colored tag. The plan is also used to identify special features, such as rock formations or riparian washes, for potential protection during construction. This information is utilized to determine if a salvage plan is required, either by ordinance or rezoning stipulation.

Salvage Plan: After the Inventory plan has been approved, the Salvage plan can be submitted for review. A Salvage plan identifies how the plant materials from the inventory plan will be utilized on the site. The salvage plan designates each inventoried plant as "salvage", "remain/protect in place", or "destroy". The salvage plan provides clarification as to why it has been determined that a tree or cacti cannot be salvaged. When plants are designated on the Inventory plan as "non-salvageable" but will not be impacted by construction, the designation on the Salvage plan should be "remain/protect in place". The salvage plan will also have information as to where the salvage nursery will be located on site and how the salvaged trees and cacti will be watered during construction. The plan should demonstrate how trees or cacti to remain in place will have protective fencing at the canopy edge (or greater) to protect the plants during construction from damage or destruction. After the salvage plan has been approved, a salvage permit is created.

Landscape Plan: A landscape plan shows the location, layout, amount and types of landscape materials to be used including ground cover. The plan covers the site itself and the right-of-way adjacent to the project. It also shows the required irrigation system and identifies the re-use of materials that were salvaged and shows the location of plants that were protected in place.

An inventory and salvage plan is not a requirement of every project. PDD staff will verify the need for these plans through the pre-application and preliminary review process.

An Inventory/Salvage Combination Plan can be submitted if there are 50 or less existing plants that meet the caliper or height minimums (described above) within the project scope of work, plus 10' beyond the scope of work. This is simply a combination of the Inventory plan and Salvage plan listed above.

Q: Once the Inventory plan and the Salvage plans are approved, what are the next steps?

A: Upon approval of the Salvage plan, a Civil Environmentally Sensitive (CES) permit (also known as salvage permit) will be created. The CES permit allows the actual salvage process to begin upon purchase of the permit. Instructions related to the necessary inspections are noted on the permit. When there are plants designated as "remain/protect in place", an inspection of the protective fencing is the first step before removing any plants. The

fence inspection is to verify that the plants designated as remain/protect in place are protected by the fence prior to any equipment entering the site. Once the fence inspection is signed off, the salvage operation can begin for plants designated as "salvage". The destruction of plants designated as "destroy" on the Salvage plan can also begin. A properly performed salvage may take weeks to be completed and is dependent upon the time of year. Once the plants that were designated for "salvage" have been salvaged and relocated to the nursery, a nursery inspection must be performed to verify that the plants that were designated for "salvage" have been salvaged, placed in the nursery, and have temporary irrigation for the duration of the construction process.

Q: What is a Civil Environmentally Sensitive (CES) permit?

A: It is the permit created once the Salvage plan or Inventory/Salvage Combination plan is approved. The CES permit (also known as salvage permit) allows the actual salvage process to begin upon purchase of the permit and completion of the necessary inspections noted on the permit (i.e. fence inspection and nursery inspection).

Q: Can I pull my grading permit (including At Risk grading permit) prior to completion of the salvage permit?

A: No, the completion of the fence and/or nursery inspections under the purchased CES permit will facilitate the release of the grading permit. During construction the trees and cacti must receive proper care and watering. Ten percent of the salvageable material will not be required to be replaced.

Q: What are the minimum standards for protective fencing (also known as temporary construction fencing)?

A: The minimum protective fencing standards include:

- Located at the canopy edge or beyond to protect as much of the root zone and canopy as possible. For cacti, the fence should be located at the equivalent of a canopy edge. For example, the outer edge of saguaro arms or ocotillo canes.
- Two strands of gold rope on T-Bar posts. Posts are to be placed 30' on center and at angle points.
- Chain link fencing is acceptable.

Q: When do I have to submit formal landscape plans?

A: Projects that require *formal* landscape plan submittal generally includes:

- New projects with substantial landscaping, (on/offsite, entire perimeter, etc.)
- Substantial modifications, (amendments) to existing projects with approved landscape plans.
- Projects with designated landscape master plans/specific themes: P.C.D's. Specific Plans, etc.
- Landscaping issues/stipulations, which require community input and involvement, (requires preliminary meeting).

Landscaping and associated details could be shown and approved *on the site plan* for:

- New projects or minor amendments to existing sites with limited on/off site landscaping, (i.e. addition of parking planter islands, single street frontage landscaping, screening issues, etc.)

Q: If I have been required to submit formal landscape plans, at what point in the submittal process will I need to submit them?

A: For commercial projects all landscape plans are to be submitted after Preliminary Site Plan approval and must be approved prior to Final Site Plan approval. For residential subdivision projects, landscape plans are to be approved prior to or concurrent with Final Site Plan approval.

Q: What are the landscape requirements and setbacks for my project?

A: General landscape requirements can be found in the city of Phoenix Zoning Ordinance, which is available, on-line at <http://www.codepublishing.com/AZ/phoenix/?PhoenixZNT.html>. Check the specific zoning district requirements for the project's zoning to determine landscape setback requirements (for example C-1) and refer to Section 507, tab A, section 3 for general and conceptual landscape requirements. Planning division staff or your PDD team leader (if you have already been assigned to one) is available to assist in determining setback requirements at 602-262-7131.

Q: Does the landscape architect who prepares my formal landscape plan(s) need to be registered?

A: Generally, the landscape plans must be sealed by an Arizona licensed landscape architect. An architect or civil engineer may seal the plans if the landscape architecture is incidental to the project.

Q: How much are landscape, inventory, salvage, hillside, and slope analysis plan submittal fees?

A: For submittal fees, permit fees, plan review fees, and submittal requirements please contact Payments and Submittals on 2nd Floor of City Hall at 602-534-5934. This information is also available at <http://phoenix.gov/development/feesandfinance/index.html>.

Q: When I submit landscape plans, will I be charged for the cover sheet and details sheet?

A: The current fee code for landscape plan submittals is charged per sheet of the entire landscape plan set. This includes the cover sheet, irrigation sheets, detail sheets, etc. The current fee code can be viewed at <http://phoenix.gov/development/feesandfinance/index.html>. 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.

Q: Am I obligated to salvage native and non native plants?

A: Generally, existing native vegetation (trees 4 inch caliper in diameter or greater and cacti 3 feet in height or taller) and non-native healthy plants (trees 4 inch caliper in diameter or greater and cacti 6 feet in height or taller) should be salvaged and utilized on site or protected in place when possible. Refer to sections 507 Tab A.II.A.1.1.1 and 507 Tab A.II.A.3.1.1 of the Phoenix Zoning Ordinance. You may view this section at <http://www.codepublishing.com/AZ/phoenix/?PhoenixZNT.html>.

Q: Am I obligated to salvage palm trees?

A: Generally, you will not be required to salvage palm trees unless they are part of a specialized overlay district, site stipulations, or they relate to or reinforce an identifiable streetscape. Palm trees still require an Inventory plan submission, but may not require a Salvage plan depending on the overlay district or site stipulations. Palms must remain on site until approved for removal.

Q: Pollen varieties of Olive Trees and Mulberry Trees are prohibited by Section 39 of the city of Phoenix Neighborhood Preservation Ordinance. Why are there existing Olive or Mulberry trees that have remained over the years? Why are these types of trees, at times, protected during construction of new developments?

A: Existing Olive or Mulberry trees were likely planted prior to the ordinance that was put into effect to minimize the planting of new pollen varieties and are therefore are grandfathered into the site and can remain. There are overlay districts within the city of Phoenix that require/encourage Olive trees to remain during new construction. Two examples of how this is applied in overlay districts is to maintain a sense of character through plant species and to maintain historic tree lined streets.

Q: What is the rationale in protecting high water use plants from construction to remain on a site?

A: There are overlay districts within the city of Phoenix that require/encourage high water use plants to remain during new construction and/or be salvaged and relocated on the site. Plants take many years to mature and meet their genetic potential. Each plant has a significant amount of water and care invested into it by the time it reaches maturity. A mature plant provides the greatest amount of benefits to us in shade, sequestering pollution, creating a cooler microclimate, reduce energy costs, increase property values, reducing the effect of the Urban Heat Island, reduce storm water runoff, and provide a sense of place and community. Trees are high yield assets. In Arizona, trees have a documented \$2.23 return on investment for every \$1.00 invested. For more information on how trees are solution multipliers, please take a look at the online city of Phoenix Tree and Shade Master Plan on the Parks and Recreation Department website.

Q: What are the specifications and requirements for the plant material that will be shown on my landscape plan?

A: All plant material must conform to Arizona Nurseryman Association standards <http://www.azna.org/>. Low water use plants that reflect and enhance the image of the Sonoran Desert should be used. All right-of-way and

city-required landscaping (perimeter, retention, parking) must be in compliance with the Arizona Department of Water Resources low water use plant list

http://www.azwater.gov/AzDWR/StatewidePlanning/Conservation2/LandscapePros/PlantLists_Landscaping.htm

See the specific zoning for the project for applicable zoning requirements.

Q: Can I count palm trees toward tree quantity or shade requirements on my landscape plans?

A: No.

Q: What are the city requirements for irrigation design?

A: All landscaping is required to have a permanent, automated irrigation system. The irrigation equipment used (i.e., spray heads vs. drip) should be appropriate to the application.

Q: Are there city requirements for water conservation and what are they?

A: For information on water conservation, please contact the Water Services Department at 602-262-6251.

Q: Do I need to provide caliper sizes for multi-trunk trees?

A: Yes, refer to the Arizona Nursery Association's recommendations for determining the caliper size of multi-trunk trees.

Q: Can I count accent plants toward the shrub quantity requirement for my landscape plan?

A: Yes.

Q: I want to do a redesign of landscape in the right-of-way or the interior of a commercial property. Where do I start?

A: Plans may either be filed as a revision to approved plans (resubmitted by the original registrant), or a new registrant may submit new plans for the renovation. Always contact the Parks and Recreation Department regarding ownership of existing plant material in the public right-of-way.

Q: The landscape in the medians and/or public right-of-way is absent or in disrepair. Who is responsible or who should I call?

A: Generally, the Parks and Recreation Department maintain arterial street landscaping, which include the right-of-way and medians. When a residential subdivision or large commercial project fronts the arterial, the respective owner will maintain the right-of-way landscaping and the Parks and Recreation Department maintain the medians. The Parks and Recreation Department can be contacted at 602- 262-6862.

Q: There are plants located in sight visibility triangles that are over 3 feet high. Who should I contact?

A: Sight visibility triangles are required at street intersections and at driveway intersections with streets. The Street Transportation Department can be reached at 602-262-6284 and will evaluate individual cases of poor visibility.

Q: On-site landscape is missing or in disrepair. Whom can I contact?

A: Zoning Enforcement at 602-262-7844