



KIVA #: \_\_\_\_\_ Project Name: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Landscape Architect/Designer: \_\_\_\_\_ Phone: \_\_\_\_\_

The Hillside, Inventory/Salvage Plan identifies and/or designates areas proposed for preservation; remain in place, salvage, or removal. Existing plant material that is salvageable should be temporarily re-located in a protected nursery area and later incorporated back onto the property. Other features or plant materials may need to be protected in place and the project should be designed to incorporate them.

The purpose of this checklist is to offer comments on plan design for Inventory/Salvage on Hillside lots. The source of the Hillside plan is City of Phoenix Zoning Ordinance Chapter 5 and 7. Refer to the Hillside Plan Checklist for more details.

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

Plan review correction cycles and/or approvals are valid for 180 days. 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 Hillside, Inventory/Salvage Plan when submitted for first review. The following Certification Statement must be signed by the Hillside/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.**

**Designer's Name:** \_\_\_\_\_

**Designer'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 Designer (**DES**) 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**

**DES RVW**

- Plan sheets shall be 24" X 36"; submit three (3) sets of plans with Hillside, Inventory/Salvage information included within the Grading and Drainage (G&D) plan set and a completed and signed Hillside, Inventory/Salvage Plan Checklist.

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

**GENERAL REQUIREMENTS**

**DES RVW**

- The items on this checklist are in addition to the Hillside Plan Checklist. This checklist does not replace the Hillside Plan Checklist.
- Include the Hillside, Inventory/Salvage Plan in the sheet index. The Hillside, Inventory/Salvage Plan must be included as part of the Hillside/Grading and Drainage (G&D) plan set.
- Provide the Landscape Architect/Designer's name, address, telephone number, and e-mail address.
- Provide total numbers and percentages of preserve in place, salvageable, and non-salvageable material.

<b><u>Totals &amp; Percentages</u></b>	<b><u>Quantity Trees</u></b>	<b><u>Quantity Cacti</u></b>
Remain/Protect in Place		
Salvage		
Destroy		

- A specific Inventory/Salvage Plan signature line is not required on the plan. The Inventory/Salvage portion of the review will be approved as part of the Hillside signature line.

**CITY NOTES FOR HILLSIDE, INVENTORY/SALVAGE PLAN**

**NOTE: PLACE THE FOLLOWING CITY NOTES FROM THIS CHECKLIST ON THE COVER SHEET UNDER THE TITLE: 'CITY OF PHOENIX GENERAL INVENTORY/SALVAGE 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.
- 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.
- Plant materials must be individually tagged in the field at the time the Hillside, Inventory/Salvage 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.
- Tags must be attached so that they will remain on the plant for the duration of the salvage and nursery storage period.
- 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.

- All protective fencing shall be in place before any earth moving equipment is moved onto the site and before any salvage, clearing or grubbing takes place. Call 602- 262-7811 to schedule an inspection of the construction fence.

**DES RVW**

- All material to be salvaged shall be removed and placed in the designated nursery area before any clearing or grading takes place. Call 602-262-7811 to schedule an inspection after salvage is completed.
- No nails, wires or other objects that damage the cambium or cause injury to the tree may be used during the salvage process. All efforts shall be taken by using padding or other methods to preserve the integrity of the bark.
- File Notice of Intent (NOI) to clear land with the State of Arizona, 602-542-6408. Provide a copy of the NOI Permit to the inspector. <http://www.azda.gov/ESD/clearland.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
  - Height, spread, and caliper
  - Botanical and common names
  - Note plant condition
  - Inventory designation: salvageable (S) or non-salvageable (NS)
  - Intended designation: remain/protect in place (R or P), salvage (S), or destroy (D)
  - Plants that are designated as non-salvageable that will not be affected by construction should remain in place and should be shown as remain in place on the plan.
  - Provide pictures if necessary with the plan submittal.
- Indicate all trees and plant material to be removed and note the reason for removal; list why the plant will not survive the salvage process and/or why the plant cannot remain in place. Identify features and plant material to be preserved in place.
- Examples of unacceptable reasons for non-salvage designations are:
    - Species is not in the future plant palette
    - Owner does not want the existing plants
    - Cost
    - Volunteer (regardless of where a plant came from, if it meets the sizes described above, it should be included)
- Plant inventory should extend 10' beyond the limit of work (construction fence) defined on the G&D Plan. Any plants outside the overall construction fence should be protected in place.
- Identify features such as washes or rock formations that are to be preserved in place. Dimension these areas on the base sheet. Provide a construction fence on the plan to show how these features will be protected during construction.

**CONSERVATION**

**DES RVW**

- Show location of construction fencing protecting plants and areas to remain undisturbed and label as such. The construction fence locations should match the Hillside/G&D Plan and the Hillside,

Inventory/Salvage Plan.

- The construction fence should be at the canopy edge or beyond to protect as much root zone as possible.
- The construction fence can be around individual plants or groups of plants.

**SALVAGE**

**DES RVW**

- Areas proposed for preservation are to be identified as tracts, conservation easements, and/or undisturbed areas.
- Show the location of the salvaged plant nursery and the following information:
  - Temporary irrigation system including verified point of connection
  - Fencing and signage
  - Size of yard and layout
- The location of the salvaged plant nursery, temporary irrigation, etc. should not be located in undisturbed areas. The nursery should be located within the disturbance limits outlined by the construction fence.
- If there is an existing irrigation system within the scope of work shown on the salvage plan, identify how the existing plant materials that are to remain in place will be watered during construction.
- Identify the time of year the salvage process will occur with a note on the plan. NOTE: Different plant species have different times of year that are optimal for salvaging. The majority of the plants located in Phoenix have a greater chance of survival when salvaged during mild weather conditions.

**REFER TO THE HILLSIDE PLAN CHECKLIST FOR PLAN REVISIONS AND EXTENSIONS.**