

The following requirements are for all non-residential landscape plans, including apartments and condominiums.

Purpose

A landscape plan is a detailed, scaled drawing that indicates existing and proposed landscape area and improvements. Landscape plans are reviewed for compliance with all applicable City ordinances, resolutions, and policies, and for their enhancement of the City's environmental, aesthetic, and economic qualities.

Landscaping Regulations

Refer to separate handout entitled *Landscape Ordinance Requirements and Policies for Non-Residential Properties* for current City landscaping regulations, suggested plant materials, minimum plant sizes, and spacing requirements.

Sheet Format

- A. 24" x 36" sheet size (match lines are acceptable, but a reduced-scale key plan on a single sheet must also be provided)
- B. North arrow (oriented to the top or left side of sheet)
- C. Locator map
- D. Graphic Scale (1" = 20' scale preferred); match scale on site plan
- E. Title block (along right or bottom edge of sheet)
 1. Project Name
 2. Legal Name
 3. Project Address
 4. Owner's name, address, and contact information
 5. Developer's name, address, and contact information (if different from owner)
 6. Consultant's name, address, and contact information

Required Information

- A. Property boundary lines
- B. Proposed site improvements
 1. Graphically indicate and label all proposed buildings or structures on the property
 2. Graphically indicate and label all proposed parking areas, loading areas, and mechanical areas on the property
 3. Graphically indicate, label, and dimension (including height, if appropriate) all proposed screening walls, retaining walls, planters, sculptures, decorative screens, flag poles, site lighting fixtures, or other improvements on the property
 4. Show required sight visibility triangles (ref. Parking Design Manual)
- C. Easements and utility lines/equipment

Landscape Plan Checklist *(cont'd)*

1. Show all proposed and/or existing easements and utility lines/equipment (above and below ground) to insure that there are no conflicts with proposed plant material
 2. All above-ground and wall-mounted utility equipment shall be screened from view with screening walls, landscaping material, or some combination thereof
 3. Easement and utility linework shall be screened to print in grayscale
- D. Existing trees
1. Graphically indicate all existing trees six (6) inches or greater in diameter at breast height on the plan
 2. Graphically differentiate existing trees to remain from existing trees to be removed on the plan
 3. Provide an Existing Tree Inventory/Legend
- a. Keyed to trees depicted on plan
- b. Indicate caliper, species, and current condition of all existing trees six (6) inches or greater in diameter
- c. If tree removal is proposed, clearly indicate reason for removal in the legend
- E. Proposed plant material
1. Graphically differentiate proposed plant material from existing plant material on the plan
 2. Draw proposed plant material at “medium” maturity (i.e. 20’ diameter for canopy trees, 10’ diameter for ornamental trees, shrubs at diameter equal to proposed spacing/spread at maturity, etc.)
 3. Indicate caliper, spacing, etc. for all plant material
- F. Planting legend
1. Include graphic symbol (keyed to plan), species, variety, minimum plant size, and spacing for all plant material
 2. Refer to Landscape Ordinance Requirements and Policies for Non-Residential Properties handout for minimum sizes and spacing for plant material
- G. Area calculations:
1. Landscape percentage and square footage required
 2. Landscape percentage and square footage provided
- H. Notes to be included on plan:
1. All landscaped areas must be irrigated by an automatic underground irrigation system equipped with operating rain and freeze sensors
 2. All bed areas must be separated from turf areas by steel edging
 3. The property owner must maintain all landscaping in accordance with the landscape plan approved by the City Plan Commission