

## LANDSCAPE PLAN CHECKLIST

The following checklist is designed to assist applicants in preparing the plan for review. Items which are omitted may cause a delay in the review process. Plans should be drawn to scale with adequate resolution for verification of measurements. The landscape plan should include the items listed below:

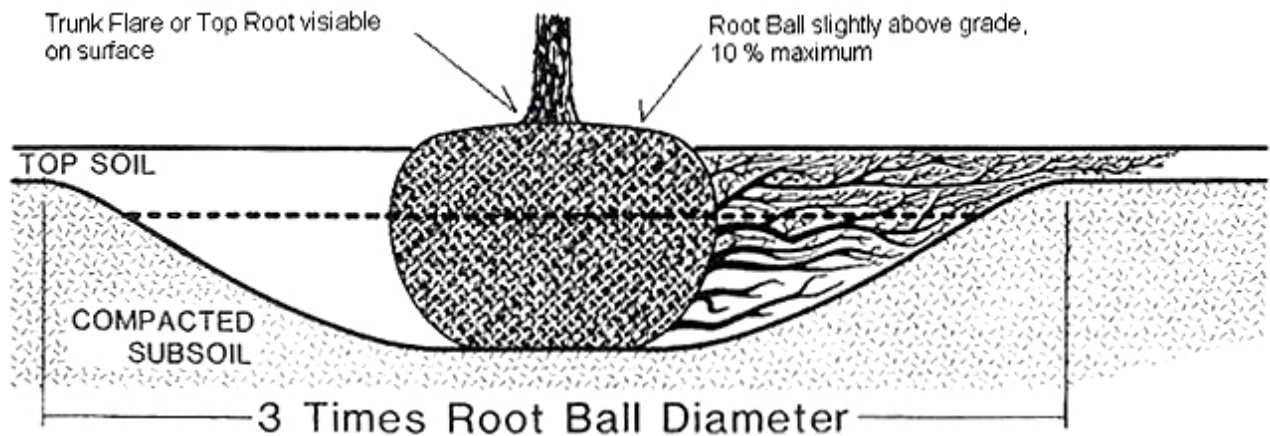
- 1. Date, north arrow, and graphic scale which is easily interpreted.
- 2. The location of all existing and proposed structures, improvements, and uses both on the site and off the site, adjacent to the project.
- 3. The location of dedicated and/or ultimate rights-of-way, property lines, adjacent streets, alleys and access ways, existing or proposed setback and yard requirements.
- 4. The location of all existing and proposed trees, shrubs, ground covers, plant communities and other landscape materials (clearly indicate the relocation of any plant material by means of labels, symbols, etc.). Identify all palms and/or canopy trees on neighboring property that are in close proximity to subject property.
- 5. Phasing of the site including temporary landscaping and existing adjacent land uses.
- 6. The location, dimensions, and screening of all garbage receptacles, proposed satellite dishes, outdoor storage areas and other mechanical equipment.
- 7. The delineation of existing and proposed parking spaces or other vehicular use areas.
- 8. The location of utility and drainage easements, overhead lines, water meters, transformers check valves, clean-outs, fire hydrants, light poles and other structures that may impact landscaping.
- 9. Tabulation necessary for the evaluation of compliance with Article XIV (clearly indicate the amount of plant material that will be relocated).
- 10. The delineation of irrigation coverage, sensors and high, medium and low zones of water usage. Include a statement that all landscape areas, excluding those areas with native noninvasive plants, will be provided with permanent automatic irrigation, including adjacent rights-of-way.
- 11. The tabulation clearly displaying statistical requirements to satisfy the xeriscape point system and its accompanying point allocation.
- 12. Landscape details (including landscape installation, staking, and tree protective barriers) sufficient to comply with Article XIV of the Zoning and Land Development Regulations.
- 13. Designate by botanical and common name, quantity, height, spread, spacing, and location of the plant materials to be installed or preserved. This information is to be presented in a tabular format or legend.
- 14. Landscape plans must be prepared, signed and sealed by a registered landscape architect.
- 15. Landscape plans shall be provided in 24" x 36" format, and drawn at the same scale and directional orientation as the site plan.

Refer to the following page (**Planting Plans and Diagrams**) for additional tree-planting information that shall be provided within the landscape plans.

## PLANTING PLANS AND DIAGRAMS

Recent research results obtained from the Agricultural Division of the University of Florida and Georgia State University have convincing evidence that the following changes in Tree and Shrub Planting Plans of Submitted Landscape Plans are warranted.

1. The **planting hole** shall be three (3) times the diameter of the root ball on the surface and two (2) times the root ball diameter at the base. This will produce a sloping hole.
2. The **planting depth** shall be determined by the tree's trunk flare or the top surface root. Planting plans and diagrams will require that the Trunk Flair or the top surface root will be visible on the surface of the planting.



3. The **removal of the root ball covering**.
  - Cut back **wire baskets** below the top half of the root ball.
  - Fold back **burlap** covering materials below the top half of the root ball.
  - Completely remove **synthetic burlap** covering materials.
4. A statement shall be provided that tree support materials are to be removed from each tree once it is 'established.' This is usually done after SIX (6) MONTHS for Shade Trees and ONE (1) YEAR for Palms.

**Important Note on Tree Species** – Large trees such as Live Oak, or Mahogany should not be planted within 10 feet of a building or in an island of less than (six) 6 feet between curbing. Smaller species are suggested in The City's Category Two Tree List.