



## PLANNING + NEIGHBORHOOD SERVICES

### Land Use Review

#### Preliminary Landscape Plan Application Requirements

## Preliminary Landscape Plan Application Checklist

This checklist is intended to assist in preparing a complete plan that will address all City Landscape standards and requirements. The following information must be included with the plan submittal. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

### Submittal Checklist

#### General Requirements

- 1. Certification of Professional Qualifications Form (City Website).
- 2. Base Information: North arrow, vicinity maps, match lines, scale, street classification, all existing and proposed zoning for the site and surrounding properties.
- 3. Title block information: Preliminary Landscape Plan title, date, and City file number.
- 4. Plant schedule: Appendix G format, plant list and tree symbols.
- 5. Hydro-Diagram: Appendix D format.
- 6. Site Category Calculations: Appendix F format, measurements (LF & SF), required plants and shrub substitutes.
- 7. Site Categories: Label and dimension all landscape setbacks and buffers from property lines on the plans and identify required screening locations (I.E. trash enclosures, retaining walls, motor vehicle lots).
- 8. Green Space Areas: Show and label all proposed Active and Non-Active green space areas (7.4.908). Include a percentage calculation.
- 9. Single and Two-Family Residential Water Use Typical(s): Appendix C format, if applicable, provide water use typical(s). (7.4.902.E.1)
- 10. Retaining Walls: Show all locations and label each wall with general heights and provide detail showing general materials and construction.
- 11. Fences: Show all locations and label each fence with heights and provide detail showing general materials and construction.
- 12. Ground plane legend: Wood & rock mulch, turf, native seed, meet required percentage by category and total amounts of each (SF).
- 13. Maintenance responsibility note(s) on the cover sheet of the Development Plan: Owner, district or HOA for all landscaping, streetscape, walls, fencing and medians.



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- 14. Existing soil type(s). The horticultural soil analysis is to be submitted with Final Landscape Plan and Final Irrigation Plan at time of building permit.

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- 15. Grading: Show and label slopes 5:1 and over, existing, and proposed contours and berms, swales, slope protection details, reclamation, erosion control, detention ponds, rain gardens, sand filters, water quality elements and City Green Infrastructure grading elements. (Policy 7.4.902.F.4.1)
- 16. Existing major vegetation: Show all vegetation to be retained and removed, by size & species. Include protection measures notes and details.

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- 17. Identify natural features: I.E. rock outcroppings, ponds, streams, etc.

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- 18. Hillside Overlay & Stream Side Overlay: Provide all pertinent information including existing vegetation, natural features, all buffers (including tree calculation charts), and flood plain lines. See Streamside, Hillside, and Landscape manuals for clarification. (7.4.902.D)

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- 19. Flood plain: Delineate and show the 100-year flood plain as applicable.

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- 20. Green Infrastructure Elements: Appendix H format, show all proposed planned infiltration areas (PIA) and all PIA swales (including flow arrows) with a light hatch.

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- 21. Soil preparation: Appendix G format, including amendments, tilling, and any de-compaction or excavation.

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- 22. Required Landscape Notes: Appendix F format, provide required notes under a "Standard City of Colorado Springs Landscape Notes" section.

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- 23. Site elements or amenities are identified: Show and label on the plan all structures (I.E. trash enclosures, mail kiosks, utilities vaults ETC). Label all building numbers and lot numbers.

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- 24. Park and open space areas: Show and label pocket parks, tract, common areas or open space areas. All parks labeled as "Public" or "Private".

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- 25. Landscape lighting: Show fixture types and rough locations on the plans. Confirm proposed lighting is compatible with all proposed landscaping.

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- 26. Site Design: Show and label walks, paths, and pedestrian oriented areas (plaza, public art, water features, etc).

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- 27. Site Utilities: Show, dimension, and label all existing and proposed utilities (wet/dry) and utility easements. Show, dimension, and label any other easements (I.E. drainage, preservation, ETC) (7.4.908).