

Development Services

Preliminary Landscape Plan Submittal Guide

What is a Preliminary Landscape Plan?

Landscaping is considered the act of preserving, modifying, planting or installing trees, shrubs, grass, and decorative materials such as fences or walls on a site. A preliminary landscape plan should include the items listed on this page, and is usually a more generalized version of the landscape plans that are required to be submitted during the building permit process.

Checklist

- Project name, firm, and engineer's signature, seal, and date.
- Date, north arrow, scale, and sheet numbers in relation to the total number of sheets.
- Project boundaries and parcel lines (existing and proposed).
- Identify all areas to be landscaped.
- Identify any existing trees to be preserved or removed and the caliper of said trees.
- Area, tree, and shrub calculations and how they meet landscape requirements in Title 18.
- General description of landscape species proposed. All street trees shall be approved species listed on the Urban Forester street tree list.
- Any proposed landscape and other screening mechanisms. Picture details or product sheets can be provided in lieu of construction details on the plans.
- Wall and fence plan with callouts for height, material, and opacity of fence (solid versus open view).

Submittal Guidelines

Plans shall be provided in color.

All plan sheets shall be provided in the PDF format in a 24" x 36" page size scaled at 1 inch = 60 feet unless otherwise indicated in the application checklist. All sheets provided in full-size should also be provided in an 8.5" x 11" page size.

