

Landscape Plan

Facts to Know



RELATED FACTS TO KNOW:

Annexation, Approved Plant List, Bulk Standards (for the relevant zone district), Concept Plan, Condition Compliance/Renewal, Conditional Use Permit, Development Plan (PUD Permit), Fees, Height Exception, Helpful Contact Information, Neighborhood Meeting, Park and School Fees, PUD (Planned Unit Development), Pre-Application Meeting, Severed Mineral Rights, Subdivision (Plat), Use-by-Permit, Variance, Zone Change, and Water.

INTRODUCTION:

A Landscape Plan is a component of a larger Development Plan (PUD Development Permit) and is the process by which proposed landscape improvements are reviewed for compliance with the provisions of the city's development standards and/or the PUD Zone Document.

GENERAL TIMEFRAME:

- In order to maximize the efficient processing of an application, **it is in the applicant's best interest to ensure that a complete and thorough application has been submitted** and that any subsequent submittals adequately address all comments that were provided.
- A Landscape Plan will be reviewed concurrently with any other development review applications that are required.
- No building permit may be submitted for review until all development review applications have been approved.**
- Because a Landscape Plan is a component of a larger Development Plan (PUD Development Permit), the length of time to process a Landscape Plan is exactly the same as a Development Plan (PUD Development Permit). The time to process these applications can vary depending on the complexity of the request, the size of the development, whether or not the development is part of other requests, or if there are unique circumstances. However, a Landscape Plan within a Development Plan generally can be processed in the following timeframes:
 - Administrative: 2 to 3 months
 - Public Hearing: 4 to 6 months

Staff will determine if an application will be approved administratively or by public hearing.

GENERAL NOTES:

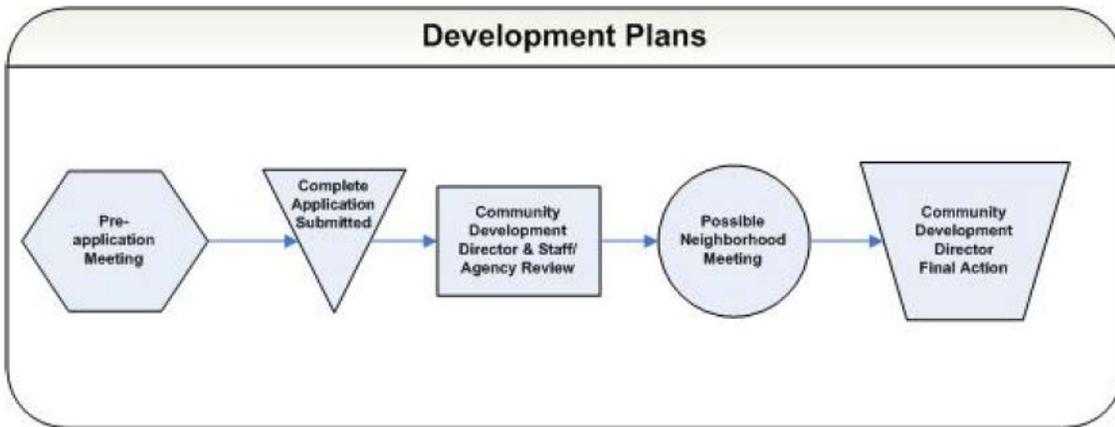
- A Landscape Plan is required prior to the submittal of a building permit for the following types of development:
 - ➔ Any commercial or industrial development on vacant property.
 - ➔ Commercial or industrial additions that are 5,000-square feet or larger or comprise more than 50% of the floor area of an existing building.
 - ➔ Any multi-family dwelling development.
 - ➔ Any mobile home park development.
 - ➔ Any development where more than one principle building will be on a single lot.
 - ➔ Any development intended for a combination of residential and non-residential uses.
 - ➔ Any civic or institutional use except range lands, public lands, parks, or minor public utilities.
 - ➔ Any substantial change in use of a property that results in special or unique circumstances as determined by the city.
- Prior to submitting a Landscape Plan for review, a Pre-Application meeting with staff should be scheduled to discuss the application and any additional requirements.
- Occasionally, the city may require a neighborhood meeting when it appears that an application may have impacts to the surroundings area.
- The city is authorized to impose any condition(s) on the approval of a Landscape Plan that are necessary in order to carry out the general purpose and intent of the Land Development Code (LDC) or the Comprehensive Plan.
- The city may revoke an approved Landscape Plan if the applicant fails to comply with any of the conditions that were imposed by the city in conjunction with the approval.
- An approved Landscape Plan is a commitment to install and maintain the landscaping in a manner that promotes healthy plant growth in perpetuity.
- The city has approved landscape plans for certain arterial roadways. If the proposed development is adjacent to East 96th Avenue, East 104th Avenue, East 120th Avenue, Highway 2, High Plains Parkway, or Tower Road, please contact staff for a copy of the approved landscape plan for the specific arterial roadway.
- All landscape areas are required to be watered by an automatic underground irrigation system that meets the requirements of the South Adams County Water and Sanitation District (SACWSD). For approved irrigation equipment and specifications, contact the SACWSD directly at 303.288.2646.

FTK: Landscape Plan

- ❑ The right to develop in accordance with the approved Landscape Plan shall lapse if the development shown on the approved document is not commenced within 2 years from the date of approval or if development ceases for at least 180 days after work has begun.
- ❑ An approval shall only authorize the development described in the approved application.

LANDSCAPE PLAN (DEVELOPMENT PLAN – PUD DEVELOPMENT PERMIT) REVIEW FLOWCHART:

The Landscape Plan is a component of a larger Development Plan (PUD Development Permit). Therefore, the Landscape Plan follows the same process as the Development Plan (PUD Development Permit) process.



REVIEW PROCESS:

- ❑ A request for a Landscape Plan is usually initiated by the property owner or a qualified representative through the Pre-Application process as part of a larger Development Plan (PUD Development Permit).
- ❑ A complete application is submitted for review.
 - ➔ At the time of submittal, staff will determine if the application is complete (**incomplete applications will not be accepted and will be returned without review**).
 - ➔ The city will refer the application to various departments within the city and to outside organizations for review and comment.
 - ➔ After a review period of approximately three weeks, the case is discussed at the internal Development Review Team (DRT) meeting. After the DRT meeting, the applicant will receive a comment letter identifying necessary revisions and questions to be answered.
 - ➔ The applicant will address these comments and resubmit to the city for an additional review cycle of approximately two weeks. This process will continue until all comments are resolved (which may involve multiple review cycles) and the application is ready for the administrative approval process or public hearing.

FTK: Landscape Plan

- Once an administrative Landscape Plan is ready for approval as part of a Development Plan (PUD Development Permit), the Director of Community Development will approve, or approve with conditions, the Landscape Plan as part of the Development Plan (PUD Development Permit).
- For Landscape Plans that are part of Development Plans (PUD Development Permits) that accompany other public hearing applications, the body with the authority to approve the public hearing application also will approve the Landscape Plan.
- The Certificate of Occupancy shall not be issued until all final inspections have been conducted and approved.
- Maintenance of the property in compliance with the approved Landscape Plan shall be a condition of the Certificate of Occupancy.

LANDSCAPE PLAN APPROVAL CRITERIA AS PART OF A DEVELOPMENT PLAN:

1. Complies with city standards;
2. Is consistent with any previously approved subdivision plat, rezoning concept plan, or other plans or land use approvals;
3. Provides adequate mitigation for any significant adverse impacts resulting from the use; and
4. Creates a positive precedent for the future cumulative development of the immediate area.

LANDSCAPE PLAN APPROVAL CRITERIA AS PART OF A PUD DEVELOPMENT PERMIT:

1. Complies with city standards;
2. Is consistent with any previously approved PUD Zone Document, rezoning concept plan, or other plans or land use approvals;
3. Provides adequate mitigation for any significant adverse impacts resulting from the use;
4. Creates a positive precedent for the future cumulative development of the immediate area;
5. Provides utilities, drainage, and other necessary facilities in accordance with the final PUD Development Permit; and
6. If the proposed PUD Development Permit includes mixed-use areas, then:
 - a. The elements of the PUD Development Permit such as streets, structures, parking areas, pedestrian walkways, courtyards, plazas, landscaping, service areas, open spaces, bicycle movement provisions, screening, lighting, and maintenance and storage facilities are arranged and designed to further the purpose and intent of the PUD Zone District;

- b. Design and location of ingress and egress minimize traffic congestion on public and private streets; and
- c. The residential design will provide a positive effect on the environment of the citizens who will occupy the residences.

SUBMITTAL REQUIREMENTS FOR NON-RESIDENTIAL SINGLE LOT DEVELOPMENT:

- One copy of the development review application and the non-refundable review fee.
- One copy of the general warranty deed, with a complete legal description, for the subject property.
- One copy of an unstapled 11" x 17" version of the plan.
- One copy of a preliminary contact letter from the South Adams County Water and Sanitation District.
- One copy of an architectural review committee approval letter (if applicable).
- Fifteen (15) paper copies (18" x 24") of the proposed Landscape Plan as part of the larger Development Plan or PUD Development Permit.
- Fifteen (15) paper copies of a maintenance plan for the landscape areas.
 - ➔ Describes turf care.
 - ➔ Describes the initial and long range fertilization plan.
 - ➔ Describes the plant material replacement plan for when plants die.
 - ➔ Describes how the plant material will be pruned.
 - ➔ Describes how the landscape plan promotes the efficient use of water resources.
 - ➔ Describes the plan for snow and ice removal (if necessary).
 - ➔ Discusses any phasing of the project, construction timelines, and the anticipated time frame for opening the development.
 - ➔ Any other relevant information.
- One electronic copy of all documents in .pdf format on a CD-ROM or thumb drive.
- City Council, Planning Commission, or staff may require additional information or technical studies on a case-by-case basis.

SUBMITTAL REQUIREMENTS FOR MULTI-LOT RESIDENTIAL DEVELOPMENT:

- One copy of the development review application and the non-refundable review fee.
- One copy of the general warranty deed, with a complete legal description, for the subject property.
- One copy of an unstapled 11" x 17" version of the plan.
- One copy of a preliminary contact letter from the South Adams County Water and Sanitation District.
- Fifteen (15) folded paper copies of the Phasing Plan (if applicable).
- Fifteen (15) folded paper copies of a Landscape Plan (18" x 24") for all common areas, drainage, parks, trails, etc.
- Fifteen (15) folded paper copies of a maintenance plan for the landscape areas.
 - ➔ Describes turf care.
 - ➔ Describes the initial and long range fertilization plan.
 - ➔ Describes the plant material replacement plan for when plants die.
 - ➔ Describes how the plant material will be pruned.
 - ➔ Describes how the landscape plan promotes the efficient use of water resources.
 - ➔ Describes the plan for snow and ice removal (if necessary).
 - ➔ Discusses any phasing of the project, construction timelines, and the anticipated time frame for opening the development.
 - ➔ Any other relevant information.
- Five paper copies of the Irrigation Plan (18" x 24").
- One electronic copy of all documents in .pdf format on a CD-ROM or thumb drive.
- City Council, Planning Commission, or staff may require additional information or technical studies on a case by case basis.

FTK: Landscape Plan

Case #: _____

NON-RESIDENTIAL SINGLE LOT LANDSCAPE PLAN CHECKLIST					
LANDSCAPE PLAN SHEET(S):					
No.	Item	Yes	No	Comment(s)	(P/E)
1	18" x 24" sheet with 1/2" border on the top, bottom and right with a 2" border on the left.	<input type="checkbox"/>	<input type="checkbox"/>		P
2	The precise name of the subdivision, township, section, range, city, county, state, and sheet number.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
3	The name of the PUD (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>		P
4	The name, telephone number, and email address of the Landscape Architect designing the plans.	<input type="checkbox"/>	<input type="checkbox"/>		P
5	The date the plans were submitted and/or resubmitted.	<input type="checkbox"/>	<input type="checkbox"/>		P
6	A suitable scale (written and graphic).	<input type="checkbox"/>	<input type="checkbox"/>		P/E
7	A north arrow.	<input type="checkbox"/>	<input type="checkbox"/>		P
8	If there are multiple pages as part of the landscape plan, match lines shall appear on all necessary pages.	<input type="checkbox"/>	<input type="checkbox"/>		P
9	The Assessor's Parcel Identification Number (PIN).	<input type="checkbox"/>	<input type="checkbox"/>		P/E
10	<p>An approval certificate: For those applications receiving staff approval: <u>City Staff Certificate:</u> Approved by the Department of Community Development of the City of Commerce City, this _____ day of _____, 20____.</p> <p>_____</p> <p>Department of Community Development</p> <p>For those applications receiving City Council approval: <u>City Council Certificate:</u> Approved by the City Council of Commerce City, this _____ day of _____, 20____.</p> <p>_____</p> <p>City Signature</p>	<input type="checkbox"/>	<input type="checkbox"/>		P
11	The lot configuration and length of all property lines in feet and inches.	<input type="checkbox"/>	<input type="checkbox"/>		P/E

NON-RESIDENTIAL SINGLE LOT LANDSCAPE PLAN CHECKLIST					
No.	Item	Yes	No	Comment(s)	P/E
12	The arrangement and size of all existing and proposed buildings including all setbacks for all structures from all property lines.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
13	The name, width, and location of all nearby streets (both public and private).	<input type="checkbox"/>	<input type="checkbox"/>		P/E
14	If applicable, show the location, dimensions, and name of all bike paths, easements, utilities, railroad right-of-way, floodplains, water courses, floodways, wetlands, parks, and open space.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
15	Show the existing features on the site, such as trees, ditches, utility poles, fences, signage, and indicate whether or not they are to remain.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
16	Show all existing and proposed drainage elements that are a part of the landscape plan (e.g., pipes, drains, culverts, channels, swales, head walls, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		P/E
17	Show the zoning and use of all the surrounding properties.	<input type="checkbox"/>	<input type="checkbox"/>		P
18	A planting schedule/legend in table format that includes the following:				P
	a. The plant schedule/legend shall specify the botanical name, common name, and variety of each species.	<input type="checkbox"/>	<input type="checkbox"/>		
	b. A graphic symbol shall be assigned to each plant material species.	<input type="checkbox"/>	<input type="checkbox"/>		
	c. A species symbol key utilizing the common name shall also appear on all pages illustrating proposed plant locations.	<input type="checkbox"/>	<input type="checkbox"/>		
	d. The schedule shall specify exact quantities of each species.	<input type="checkbox"/>	<input type="checkbox"/>		
	e. The schedule shall be divided by trees, shrubs, ground covers, perennials, turf types etc. The schedule/legend shall also categorize all species in terms of deciduous, evergreen, shade, street, xeric, and ornamental.	<input type="checkbox"/>	<input type="checkbox"/>		
	f. The schedule shall indicate the size and condition of each species.	<input type="checkbox"/>	<input type="checkbox"/>		
	g. Size shall be expressed in terms of container size, plant height, or caliper size.	<input type="checkbox"/>	<input type="checkbox"/>		
h. Condition shall be expressed in terms of container size and/or balled and bur lapped.	<input type="checkbox"/>	<input type="checkbox"/>			
19	Ensure that none of the prohibited species listed in the Approved Plant List are identified on the plan.	<input type="checkbox"/>	<input type="checkbox"/>		

NON-RESIDENTIAL SINGLE LOT LANDSCAPE PLAN CHECKLIST						
No.	Item	Yes	No	Comment(s)	P/E	
20	A summary of the landscape statistics in a table format.					
	A. Landscape Treatment Area:					
		The square footage of the landscape area (not including the right-of-way landscaping).	<input type="checkbox"/>	<input type="checkbox"/>		P
		The square footage of the landscape area covered in sod (no more than 50% is allowed).	<input type="checkbox"/>	<input type="checkbox"/>		P
		The square footage of the landscape area covered in living plant material (minimum of 75% required).	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of trees required by the landscape ordinance (Tables VII-12 and VII-13).	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of trees provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of shrubs required by the landscape ordinance (Tables VII-12 and VII-13).	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of shrubs provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of mulch types required by the landscape ordinance (Tables VII-12 and VII-13).	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number and types of mulch provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P
	B. Right-of-Way Landscape Area:					
		The square footage of landscape area within the right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of street trees required by the landscape ordinance (Table VII-12, Table VII-13, and Section 21-7550).	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of street trees provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P
	C. Parking Lot Perimeter Landscape Area:					
		The number of trees required by the landscape ordinance (Section 21-7540 and 21-7542).	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of trees provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of shrubs required by the landscape ordinance (Section 21-7540 and 21-7542).	<input type="checkbox"/>	<input type="checkbox"/>		P
		The number of shrubs provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P

NON-RESIDENTIAL SINGLE LOT LANDSCAPE PLAN CHECKLIST						
No.	Item	Yes	No	Comment(s)	P/E	
D. Parking Lot Interior Landscape Area (if required):						
20 (cont.)	Number of landscape islands required by the landscape ordinance (Section 21-7541).	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of landscape island provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of landscape medians required by the landscape ordinance (Section 21-7541).	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of landscape medians provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of trees required by the landscape ordinance (Section 21-7541).	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of trees required provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of shrubs required by the landscape ordinance (Section 21-7541).	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of shrubs provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P	
	E. Adjoining Property Buffer Landscape Area (if required):					
	Number of trees required by the landscape ordinance (1/300 s.f.).	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of trees provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of shrubs required by the landscape ordinance (1/600 s.f.).	<input type="checkbox"/>	<input type="checkbox"/>		P	
	Number of shrubs provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P	
	F. Detention/Retention Landscape Area (if required):					
Number of trees required by the landscape ordinance (1/50 feet of pond perimeter).	<input type="checkbox"/>	<input type="checkbox"/>		P		
Number of trees provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P		
Number of shrubs required by the landscape ordinance (10/50 feet of pond perimeter).	<input type="checkbox"/>	<input type="checkbox"/>		P		
Number of shrubs provided in the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		P		
21	All driveways, loading areas, queuing areas for drive-thru uses, and parking spaces are shown.	<input type="checkbox"/>	<input type="checkbox"/>		P	
22	Access points including all entrances, exists, sidewalks, and walkways are shown.	<input type="checkbox"/>	<input type="checkbox"/>		P	
23	Any existing or proposed fencing, retaining walls, playground equipment, etc., are shown with elevations.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
24	All vertical curb locations, specifications, and dimensions are listed.	<input type="checkbox"/>	<input type="checkbox"/>		P/E	
25	The location and type of any existing landscaping that will remain or is to be relocated are identified.	<input type="checkbox"/>	<input type="checkbox"/>		P	
26	Graphic and written planting specifications for evergreen trees, deciduous trees, and shrubs shall appear in the plan and generally be similar to those images contained in the Approved Plant List.	<input type="checkbox"/>	<input type="checkbox"/>		P	

NON-RESIDENTIAL SINGLE LOT LANDSCAPE PLAN CHECKLIST					
No.	Item	Yes	No	Comment(s)	P/E
27	Sight distance triangles shall be drawn on all pages and all landscaping shall comply with the city's Engineering standards.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
28	If multi-phased, a phasing plan shall be submitted.	<input type="checkbox"/>	<input type="checkbox"/>		P

NON-RESIDENTIAL SINGLE LOT LANDSCAPE PLAN CHECKLIST					
No.	Item	Yes	No	Comment(s)	P/E
29	Required Landscape Plan Notes (the following notes must appear on all approved landscape plans):				
	a. Minimum Plant Size Requirements and soil preparation. Minimum plant size requirements are 2-inch diameter (caliper) for deciduous trees, 1.5-inch diameter for ornamental trees and 6-foot height for evergreen trees. Minimum size requirements for shrubs is #5 gallon container, ornamental grasses #1 gallon container; perennials and ground cover 2 ¼ pots. Plants should be mixed approximately 50% evergreen and 50% deciduous (tree lawn areas shall be deciduous shade trees). Minimum soil preparation for planting shall be 5 cubic yards of organic soil amendment tilled to a depth of 6-inches for every 1,000sf of landscape area.	<input type="checkbox"/>	<input type="checkbox"/>		
	b. Street Trees. The Planning Division has identified specific deciduous tree species to be planted within tree lawn areas. All trees chosen for tree lawn applications must be selected from the Approved Plant List.	<input type="checkbox"/>	<input type="checkbox"/>		
	c. Weed Barrier. Porous fabric must be used in planted beds. Plastic weed barriers are prohibited.	<input type="checkbox"/>	<input type="checkbox"/>		
	d. Edging. Plastic or fiberglass edging is favorable to metal. However, metal edging may be used provided it has a rollover top or a protective cap.	<input type="checkbox"/>	<input type="checkbox"/>		
	e. Implementation and Coordination of the Landscape Plan. The developer shall ensure that the landscape plan is closely coordinated with plans prepared by other consultants so that the proposed grading, storm drainage, or other construction does not conflict with or preclude the installation and maintenance of landscape elements as designated on the landscape plan.	<input type="checkbox"/>	<input type="checkbox"/>		
					P

NON-RESIDENTIAL SINGLE LOT LANDSCAPE PLAN CHECKLIST					
No.	Item	Yes	No	Comment(s)	P/E
29 cont.	<p>f. Irrigation. All landscape areas and plant materials must be watered by an automatic underground irrigation system. Irrigation system design, installation, operation, and maintenance shall conform to the requirements of the South Adams County Water and Sanitation District (SACWSD). Approval of this landscape plan does not constitute approval from the SACWSD.</p>	<input type="checkbox"/>	<input type="checkbox"/>		P
	<p>g. Maintenance. The developer, his successors, and assigns, shall be responsible for installation, maintenance and replacement of all landscaping materials shown or indicated on the approved landscape plan, including the landscaping within the right-of-way.</p> <p>Landscaping shall be continuously maintained including necessary watering, weeding, pruning, pest control, and replacement of dead or diseased plant material shall be of the same type of plant material as set forth in the approved site plan (a tree must replace a tree or a shrub must replace a shrub). Any replacement shall occur in the next planting season, but in no case shall replacement exceed 1 year.</p> <p>This approved landscape plan shall be on file in the Planning Division. All landscaping will be installed as delineated on the plan prior to the issuance of any Certificate of Occupancy.</p>	<input type="checkbox"/>	<input type="checkbox"/>		
	<p>h. Vehicle Parking Note. No vehicle parking is allowed in any landscape treatment area.</p>	<input type="checkbox"/>	<input type="checkbox"/>		

NON-RESIDENTIAL SINGLE LOT LANDSCAPE PLAN CHECKLIST					
No.	Item	Yes	No	Comment(s)	P/E
29 cont.	i. Sight-Line Considerations. Any area determined by the City Engineer to be within a sight-distance-triangle may contain plant material that, at the time of planting or at maturity, exceeds 36 inches above the gutter flow line except trees, which must be limbed to 8 feet at adequate maturity. Trees shall be planted a minimum of 10 feet from light or utility poles. All other landscape features shall not exceed 36 inches in height within sight – distance-triangles. Information on the sight-distance-triangles may be obtained from The City of Commerce City Engineering Standards.	<input type="checkbox"/>	<input type="checkbox"/>		P
	j. Native Grass Note. All areas of the lot not paved or formally landscaped shall be seeded with native grasses.	<input type="checkbox"/>	<input type="checkbox"/>		

Case #: _____

MULTI-LOT RESIDENTIAL LANDSCAPE PLAN CHECKLIST					
LANDSCAPE PLAN SHEET(S):					
No	Item	Yes	No	Comment(s)	P/E
1	18" x 24" sheet with 1/2" border on the top, bottom and right with a 2" border on the left.	<input type="checkbox"/>	<input type="checkbox"/>		P
2	The precise name of the subdivision, township, section, range, city, county, state, and sheet number.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
3	The name of the PUD (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>		P
4	The name, telephone number, and email address of the Landscape Architect designing the plans.	<input type="checkbox"/>	<input type="checkbox"/>		P
5	The date the plans were submitted and/or resubmitted.	<input type="checkbox"/>	<input type="checkbox"/>		P
6	A suitable scale (written and graphic).	<input type="checkbox"/>	<input type="checkbox"/>		P/E
7	A north arrow.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
8	If there are multiple pages as part of the landscape plan, match lines shall appear on all necessary pages.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
9	<p>An approval certificate:</p> <p>For those applications receiving staff approval: <u>City Staff Certificate:</u> Approved by the Department of Community Development of the City of Commerce City, this _____ day of _____, 20____.</p> <p>_____</p> <p>Department of Community Development</p> <p>For those applications receiving City Council approval: <u>City Council Certificate:</u> Approved by the City Council of Commerce City, this _____ day of _____, 20____.</p> <p>_____</p> <p>City Signature</p>	<input type="checkbox"/>	<input type="checkbox"/>		P
10	A site key map is located on each sheet.	<input type="checkbox"/>	<input type="checkbox"/>		P
11	The name, width, and location of all nearby streets (both public and private).	<input type="checkbox"/>	<input type="checkbox"/>		P/E
12	If applicable, show the location, dimensions, and name of all bike paths, easements, utilities, railroad right-of-way, floodplains, water courses, floodways, wetlands, parks and open space.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
13	If applicable, the correct numbers of "active" and "passive" features are included in all private parks, open space, and trail design.	<input type="checkbox"/>	<input type="checkbox"/>		P
14	Show the existing features on the site, such as trees, ditches, utility poles, fences, signage, and	<input type="checkbox"/>	<input type="checkbox"/>		P/E

Case #: _____

MULTI-LOT RESIDENTIAL LANDSCAPE PLAN CHECKLIST					
LANDSCAPE PLAN SHEET(S):					
No	Item	Yes	No	Comment(s)	P/E
	indicate whether or not they are to remain.				
15	Show all existing and proposed drainage elements that are a part of the landscape plan (i.e. pipes, drains, culverts, channels, swales, head walls, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		P/E
16	Show the location for all new pedestrian elements such as benches, trash cans, bike racks, tables, mail boxes, etc. with elevations.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
17	Ensure that none of the prohibited species listed in the Approved Plant List are identified on the plan.	<input type="checkbox"/>	<input type="checkbox"/>		P
18	Access points including all entrances, exists, sidewalks, and walkways are shown.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
19	Any existing or proposed fencing, retaining walls, playground equipment, etc., are shown with elevations.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
20	All vertical curb locations, specifications, and dimensions are listed.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
21	The location and type of any existing landscaping that will remain or is to be relocated is identified.	<input type="checkbox"/>	<input type="checkbox"/>		P
22	Graphic and written planting specifications for evergreen trees, deciduous trees, and shrubs shall appear in the plan and be generally similar to those images contained in the Approved Plant List.	<input type="checkbox"/>	<input type="checkbox"/>		P
23	Sight distance triangles shall be drawn on all pages and all landscaping shall comply with the city's Engineering standards.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
24	If multi-phased, a phasing plan shall be submitted.	<input type="checkbox"/>	<input type="checkbox"/>		P/E
25	A clearly identifiable utility locate notification block shall appear on every page.	<input type="checkbox"/>	<input type="checkbox"/>		P
IRRIGATION PLAN SHEET(S)					
No.	Item	Yes	No	Comment(s)	P/E
1	A plan set index has been provided on the first page.	<input type="checkbox"/>	<input type="checkbox"/>		P
2	An irrigation schedule has been provided on the first page, in table format.				P
	a. A graphic symbol for each component.	<input type="checkbox"/>	<input type="checkbox"/>		
	b. The name of each component manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>		
	c. The manufacturer model number of each component.	<input type="checkbox"/>	<input type="checkbox"/>		
	d. The written name/description of each component.	<input type="checkbox"/>	<input type="checkbox"/>		
	e. A number corresponding with the detail drawing of each component.	<input type="checkbox"/>	<input type="checkbox"/>		
3	A "General Notes" section is provided on the first page and it contains written information	<input type="checkbox"/>	<input type="checkbox"/>		P

FTK: Landscape Plan

	pertaining to the irrigation plan.				
4	A vicinity map with a north arrow has been provided on all pages.	<input type="checkbox"/>	<input type="checkbox"/>		P

MULTI-LOT RESIDENTIAL LANDSCAPE PLAN CHECKLIST

IRRIGATION PLAN SHEET(S):

No	Item	Yes	No	Comment(s)	P/E
5	A site key map has been provided on all pages.	<input type="checkbox"/>	<input type="checkbox"/>		
6	All property lines and dimensions are provided on all pages.	<input type="checkbox"/>	<input type="checkbox"/>		P
7	A written and graphic scale has been provided on all pages.	<input type="checkbox"/>	<input type="checkbox"/>		P
8	A title block with the project name, sheet name, page number, and name of the person(s) preparing the plans has been provided on all pages.	<input type="checkbox"/>	<input type="checkbox"/>		P
9	A clearly identifiable utility locate block is provided on all pages.	<input type="checkbox"/>	<input type="checkbox"/>		P
10	The location(s) of each component is provided on the plan and identified by the corresponding graphic symbol in the irrigation schedule.	<input type="checkbox"/>	<input type="checkbox"/>		P
11	A detailed drawing of all components has been provided and is labeled to correspond with the irrigation schedule.	<input type="checkbox"/>	<input type="checkbox"/>		P