

# Landscape Plan Format Guidelines

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Last Revised: 1/13/2016

## **Section One: Format of the Document**

1. 24" x 36" document size, as a Pdf digital file provided on a CD along with any other submittal documents and paper copy(s) folded to approximately 8.5" x 11" size.
2. Drawn to an accurate engineering scale and shall not be greater than 1" to 40' (not greater than 1"-30' for Typical Foundation Plan)
3. Titled "Landscape Plan \_\_\_\_\_" at the top center of first page and in the Title Bar  
(subdivision and lot)
4. Title Bar on the right hand side or at the bottom of each page
5. Landscape Data Table: Planting Material Key located at lower right-hand corner of first page
6. Landscape Data Table: CTEs Provided located on the first page
7. Location map of the Subject Property, located on the first page.
8. Scale, located on the first page
9. North Arrow, located on each page
10. Legend of Symbols used on the Document, located on the first page.

## **Section Two: Data Requirements**

1. Title Bar, should contain the following information:
  - a) Plan Drafter Company name and address
  - b) Petitioner's name and address
  - c) Original and revision dates of the Document

Landscape Data Table: Planting Material Key should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information:

  - d) One standard UNIQUE symbol for each Planting Material Type (Canopy Trees, Evergreens, Understory Trees, Shrubs) *To download the standard symbols for each Planting Material Type (AutoCAD .dwg file) [Click Here](#).*
  - e) Number of Plantings by Planting Material Type (Canopy Trees, Evergreens, Understory Trees, Shrubs)

Landscape Data Table: CTEs Provided should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information:

  - f) CTE Value; Count Provided and Total CTEs provided by the following categories: Canopy Trees, Evergreen Trees, Understory Trees, Deciduous Shrubs, and Evergreen Shrubs.

## **Section Three: Depicted on the Document**

1. Proposed berming and fencing.
2. Proposed and existing structures and other improvements, including but not limited to paved areas, berms, lighting, retention/detention areas and planting material
3. Note for each stormwater detention/retention facility the proposed type of bottom (wet or dry)
4. Locations of all overhead utility lines.
5. If multiple buildings are shown on the plan then a Typical Foundation Plan should be called out.

## **Section Four: Signature Certificates, Statements and Easement Provisions**

[Click Here](#) for examples of these blocks

### Certificate

1. No signature certificates, statements and easement provisions are required on this Document.

### **Section Five: Most Common Mistakes**

1. Each platted lot (existing or proposed) should have a separate Landscaping Plan which conforms to the Format Guideline.
2. The information in the table does not match the information on the plan.
3. The following items should NOT appear on the Document:
  - a. Details and Elevations for signage, fencing, or trash enclosure – details (other than height, location, and setback from all property lines) – This should be included in the Building and Signage Elevations.
  - b. That the Landscape Data Table: Plant List by Category, Specific Material Symbol labels, or notes should **NOT** be shown on the plan at this time.
4. The Landscaping Materials symbols do not match the standard symbols provided by the City. *To download the standard symbols for each Planting Material Type (AutoCAD .dwg file) [Click Here](#).*