

Town of Sahuarita

Planning & Building Department

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

Phone: 520 822-8855 Fax: 520 822-8876

www.sahuaritaaz.gov



**SUBMITTAL CHECKLIST for
LANDSCAPE PLANS**

Case No. _____

I certify that the Landscape Plan packet submitted is complete and accurate, and that all required supporting information as specified in the submittal checklist is provided. Further, I understand that this application is being accepted provisionally and that if the submittal is inaccurate or determined incomplete; the application will be rejected by the Town. Further processing of the packet will not continue until the submittal is determined complete by the Town.

Applicant or Agent Signature

Date

DELIVERABLES			
<input type="checkbox"/>	Completed Development Review application		
<input type="checkbox"/>	Completed checklist form		
Review Fees: <input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding-right: 10px;">Landscape Plan:</td> <td>\$200.00 Base fee Additional \$50.00 fee per sheet (excluding cover sheet)</td> </tr> </table>	Landscape Plan:	\$200.00 Base fee Additional \$50.00 fee per sheet (excluding cover sheet)
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<input type="checkbox"/>	Letter of Authorization from the property owner		
<input type="checkbox"/>	Landscape Plans (3 copies – 2 rolled, 1 folded) 24” x 36”		
<input type="checkbox"/>	All plans on CD in pdf, jpeg, or tiff format, labeled and dated		
<input type="checkbox"/>	Reductions of all sheets (2 copies) 11” x 17”		

LANDSCAPE PLAN

The Landscape Plan is a separate package and is submitted with the 1st submittal of the corresponding Development Plan. *(Contact Planning staff to delay submittal until 2nd review of corresponding Development Plan).*

Landscape Plans usually consist of three sheets: Sheet L1) Cover Sheet; Sheet L2) Site Landscaping; and Sheet L3) Irrigation Details.

Sheet L1: Cover Sheet

<input type="checkbox"/>	Seal and signature of the registered professional who prepared the plan (all sheets)
<input type="checkbox"/>	Statement of responsibility for maintenance
<input type="checkbox"/>	Statement describing existing vegetation and what will happen to it
<input type="checkbox"/>	Description of existing and proposed new irrigation system
<input type="checkbox"/>	Bufferyard tabulations, including type, width, and required and proposed numbers of plantings
<input type="checkbox"/>	Turf area square footage
<input type="checkbox"/>	Legend, describing all symbols and line work used
<input type="checkbox"/>	Identify type and size of plantings and trees (common and botanical names): <ul style="list-style-type: none"> • Existing, indicating whether it is to be preserved in place, relocated on site, or removed • Proposed, to be established for general landscaping • Proposed, to be established for screening/buffering • Include mature size of proposed trees Group all trees, shrubs, and ground covers into separate categories.
<input type="checkbox"/>	Identify proposed groundcover materials to be used
<input type="checkbox"/>	Planting or tree well details
<input type="checkbox"/>	Detail drawing of proposed screen walls showing minimum and maximum height
<input type="checkbox"/>	Backflow preventer detail

Sheet L2: Site Landscaping

<input type="checkbox"/>	Scale – must be the same as scale on Site Plan/Development Plan/Plat
<input type="checkbox"/>	Bar or Graphic scale
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Legend, describing all symbols and line work used
<input type="checkbox"/>	All plant material identified by botanical and common name – genus, species and variety
<input type="checkbox"/>	Landscaped area requirement; square footage and percent
<input type="checkbox"/>	Landscaped area provided; square footage and percent
<input type="checkbox"/>	Statement of responsibility for maintenance
<input type="checkbox"/>	Description of irrigation system

<input type="checkbox"/>	Property boundary with dimensions, bearings, and distance
<input type="checkbox"/>	Existing and proposed easements (Utility, Roadway, etc.)
<input type="checkbox"/>	Label contour lines at 2-foot intervals
<input type="checkbox"/>	Locations of slopes exceeding 3:1
<input type="checkbox"/>	Location of retention or detention basins and passive water harvesting elements (swales, tree wells, etc.) with direction of flows
<input type="checkbox"/>	Location of riparian habitat limits, if applicable
<input type="checkbox"/>	Bufferyard type, width, and location
<input type="checkbox"/>	Planting beds, indicating square footage and dimensions of each bed
<input type="checkbox"/>	Identify location and nature of groundcover materials: <ul style="list-style-type: none"> • Impervious areas (pavement, sidewalks, slope paving, curb and gutter, etc.) • Pervious areas (planting beds, grass, groundcover vegetation, etc.) • Ponding areas either for drainage or for landscaping/recreational use
<input type="checkbox"/>	Identify location of plantings and trees
<input type="checkbox"/>	Location of all landscape material, lighting, and site furnishings (hardscape)
<input type="checkbox"/>	Location, height, length, colors, and materials of proposed screen walls
<input type="checkbox"/>	Backflow preventer location and details
Sheet L3: Irrigation Details	
<input type="checkbox"/>	Indicate size and location of all equipment needed to irrigate the site to industry standards.
<input type="checkbox"/>	Indicate how each introduced planting is served by a water-conserving, underground irrigation system. Storm water harvesting and drip irrigation are recommended methods.
<input type="checkbox"/>	Include the following: <ol style="list-style-type: none"> a. Irrigation valve, pipe and emitter schedule b. Specifications for irrigation system tubing, such as polyvinyl chloride (PVC) c. Inspection schedule for irrigation system d. Irrigation control schedule on plan in table format
<input type="checkbox"/>	Graphically depict details and location of system for underground, automatic irrigation to all landscaped areas in plan with legend, including: <ol style="list-style-type: none"> a. Drip irrigation, low flow bubblers, or similar components b. Self timing devices c. Meter locations