



PLANNING DIVISION

Community Development Department

FINAL LANDSCAPE PLAN REVIEW PROCESS GUIDE

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Introduction

The Community Development Department, Planning Division is providing the following information to aid applicants submitting for final landscape plan approval. This information is intended to be a guide for final landscape plan preparation. Additional information and requirements can be obtained in the Peoria Zoning Ordinance, Infrastructure Guidelines, Subdivision Regulations and other adopted City Codes, Policies and Standards.

Final Landscape Plan Review Process

Final landscape plans should be submitted to the Planning Division at the same time that construction documents are submitted to the Building Safety and Engineering Departments. Final landscape plans shall be submitted for all single-family residential subdivisions and non-residential/multi-family developments that include landscaped medians in the right-of-way.

All multi-family/non-residential developments that have received site plan approval shall have final landscape plans submitted with the building permit application to the Building Safety Division.

All final landscape plan review submittals for single-family residential subdivisions with preliminary plat approval and all non-residential/multi-family developments that include landscaped medians in the right-of-way shall be submitted directly to the Planning Division with the appropriate fee prior to second submittal for civil permit application to the Engineering Department.

Final Landscape Plan Requirements

1. **Format** – The final landscape plan submittal shall include:
 - A. Blueline or blackline copy of the plan. Standard drawing sheet size not to exceed twenty-four (24) inches by thirty-six (36) inches. A plan which cannot be drawn entirely on a twenty-four (24) inches by thirty-six (36) inch sheet must be drawn on two or more sheets with match lines;
 - B. Planting and irrigation plans at a scale of one(1) inch = thirty (30) feet or larger;
 - C. Installation details for planting and irrigation elements;
2. **Content** – The following information shall be provided on all final landscape plan submittals:
 - A. Date, scale, north arrow, and the names, addresses, and telephone numbers of both the property owner and the person or firm preparing the plan.
 - B. Location of existing boundary lines and dimensions of the site.
 - C. Vicinity map indicating a minimum two (2) mile radius around the site.
 - D. Approximate centerlines of existing water courses and the location of any hundred (100) year floodplain, locations of any drainage features and the location and size of existing and proposed streets and alleys, utility easements, driveways and sidewalks on or adjacent to the site. Location of all existing and proposed utilities including fire hydrants and light poles.
 - E. Sheet index and key map (if using multiple sheets).
 - F. Zoning of the site.
 - G. Phase lines.
3. **Planting Plans** – A complete set of planting plans covering all required landscape areas shall contain the following minimum information:
 - A. Plant material list with symbol plant name (botanical/common), size and quantity.
 - B. Areas delineated and labeled for turf, decomposed granite, river rock, etc.
 - C. Location and type of edging used between lawn and non-lawn areas.

- D. All locations for proposed trees, shrubs, and ground cover appropriately labeled.
 - E. Identification of any and all other proposed landscape elements such as walls, berms, site furniture, decorative paving, etc.
4. **Irrigation Plan** – A complete set of irrigation plans shall be submitted with the final landscape plans.
- A. Irrigation materials list with symbols and key to equipment type, manufacturer and size.
 - B. Location of water tap, water meter(s), backflow prevention and controller.
 - C. Locations of all control valves manual and automatic with size and gallons per minute (gpm) designation.
 - D. Locations and sizes of all mainline, lateral and sub-lateral piping, including sleeves.
 - E. Locations of spray heads, bubblers and other equipment as required by the Plans Review Committee.
 - F. Other supporting information as required by the Plans Review Committee to evaluate the design.
5. **Installation Details** – The following details shall be included in the final landscape plan submittal as a minimum needed to install the landscape improvements:
- A. Tree planting and staking
 - B. Shrub planting
 - C. Backflow prevention
 - D. Valve (automatic and manual)
 - E. Bubbler, emitter, or spray head as appropriate
 - F. Pipe depth
 - G. Others as required

Landscape Plan(s) Preparation

All landscape plans submitted to the City for review shall be prepared and sealed by a registered Arizona Landscape Architect. Such regulations are governed by the State of Arizona Board of Technical Registration.

Landscaping Permit Application

A landscaping permit (approval letter) shall be issued upon approval of the final landscape plan and payment of the permit fee as shown below. The developer shall receive approval for a landscape inspection prior to the issuance of a Certificate of Occupancy for any building on the lot. The landscape inspection shall be scheduled as part of the building inspection process through the Building Safety or Planning Divisions. Contact the Planning Division at 623-773-7200 for further information regarding landscape inspections.

Landscape Fees

Refer to the Planning Division Fee Schedule

(Online at: <http://www.peoriaaz.gov/planning/Docs/Miscellaneous/FEELIST.pdf>)

FINAL LANDSCAPE PLAN APPLICATION CHECKLIST

- _____ Application (included)
- _____ Application Contact Form (included)
- _____ Review Fee (\$160 per sheet/Maximum \$640)
- _____ One Full Size (24" x 36") Copy of all Final Landscape Plans including a Wall Plan with Elevations
- _____ One 11" x 17" Reduced Copy of all Final Landscape Plans including a Wall Plan with Elevations



PLANNING DIVISION
Community Development Department

FINAL LANDSCAPE APPLICATION

Application #: _____ Submittal Date: _____ Fees: _____

Type: Residential Subdivision ____

| | | | |
|--------------------------------------|--|-------------------------|-----------|
| PARCEL NUMBER(S): | | EXISTING ZONING: | |
| GROSS AREA (ACRE/SQ. FT.): | | NET AREA (ACRE/SQ. FT.) | |
| DEVELOPMENT/PROJECT NAME: | | | |
| ADDRESS/LOCATION: | | | |
| PROPERTY OWNER: | | | |
| ADDRESS: | | | |
| CITY: | | STATE: | ZIP CODE: |
| PHONE NUMBER: | | FAX NUMBER: | |
| CONTACT PERSON: | | EMAIL: | |
| LANDSCAPE ARCHITECT: | | | |
| ADDRESS: | | | |
| CITY: | | STATE: | ZIP CODE: |
| REGISTRATION NUMBER: | | | |
| PHONE NUMBER: | | FAX NUMBER: | |
| CONTACT PERSON: | | EMAIL: | |
| APPLICANT (IF DIFFERENT FROM ABOVE): | | | |
| ADDRESS: | | | |
| CITY: | | STATE: | ZIP CODE: |
| PHONE NUMBER: | | FAX NUMBER: | |
| CONTACT PERSON: | | EMAIL: | |
| APPLICANT'S SIGNATURE: | | DATE: | |

APPLICATION CONTACT

I hereby request that all verbal and written communication regarding the attached application be provided to:

TELEPHONE _____

FAX NUMBER _____

E-MAIL _____

Additionally, I understand that it is the above listed person's responsibility to communicate any verbal or written communications on said application to other members of the development team, including, but not limited to application comments, staff reports, action letters, meeting times, etc.

Applicant's Signature

Date