

LANDSCAPE PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

Electronic shall be in pdf format submitted to the Town for review. These files should accompany Planning submittals. Each set should be directly created in Adobe or similar (no scanned versions). Plans submitted to the Town for review shall include the following:

- Title block located in the lower right corner (titled as Landscape Plan) with subdivision name, block and lot numbers, survey name and abstract number, space for the Town project number (provided at the time of case submittal), and preparation date and provide overall plan sheet***
- North arrow and minimum scale of 1":30" – multiple sheets may be required
- Property – dimensions (metes and bounds of the boundary of the site) and lot dimensions when applicable
- Adjacent property - subdivision names, land use, zoning, and future land use
- Existing or proposed buildings on the property, access points on adjacent to the property (list number of units for multi-family requests)
- Perimeter landscape easements and setbacks, hike and bike trail easements (existing and proposed) and berm locations
- Show all existing power poles, utility, or irrigation boxes.
- Connect new hike and bike trail to existing trails with walks
- Location and width of existing and proposed streets and sidewalks
- Existing and proposed easements (utility, drainage, visibility and maintenance, etc.)
- All existing and proposed utilities – fire hydrants, water, and wastewater mains and lines with pipe sizes, valves, and manholes within and immediately adjacent to the tract
- Existing/preserved trees – location, size, and species
- Landscape Computations Table: square footage of required/provided landscape area for perimeter and interior, number of trees/shrubs required/provided; credits for existing trees and substitutions***
- Landscaping materials – location, size, etc (i.e. all plants, paving, benches, screens, fountains, statues, earthen berms, ponds including depth of water, or other landscape features)***
- Proposed plant materials – location, size, spacing (if applicable), size (at time of planting and at maturity)***
- Existing and proposed topography, with berms at one (1) foot contours with slope indicated
- Parking computations showing required and provided parking spaces
- Landscape area required due to the number of parking spaces provided
- Distance of trees/shrubs from sidewalks, curbs, screening walls, and utilities
- Include tree mitigation plan note(s) for any transplants, trees in addition to those being mandatory and payment amounts
- Screening – materials, location, type, and height
- Legend if abbreviations or symbols are used
- Description of maintenance provisions

- Detailed structural designs of entryway features (separate sheet including easements and utilities)
- Layout and description of irrigation, sprinkler or water systems, including placement of water sources, irrigation connections, meter locations and size, with check valve vaults indicated (as a separate sheet to include all easements and utilities)
- Town of Prosper landscape general notes
- Standard language and/or notations, as follows:
 - 1) Plant material shall be measured and sized according to the latest edition of the American Standard for Nursery Stock (ANSI Z60.1)
 - 2) All plant substitutions are subject to Town approval and must be specified on the approved landscape plan.
 - 3) All turf areas to be established prior to the Certificate of Occupancy, unless otherwise approved by the Town.
 - 4) Ground covers used in lieu of turf grass must provide complete coverage within one (1) year of planting and maintain adequate coverage as approved by the Town.
 - 5) Trees must be planted four (4) feet or greater from curbs, sidewalks, utility lines, screening walls, and/or other healthy root growth.
 - 6) Tree pits shall have roughened sides and be two to three times wider than the root ball of the tree in order to facilitate healthy root growth.
 - 7) A minimum of four (4) randomly selected tree pits, or 50% of trees to be planted whichever is the lesser shall be tested for water percolation. Test results shall be submitted to the PARKS Department up completion, using a Tree Pit Percolation Form available from the PARKS Department. If water does not drain out of tree pit within a 24-hour period, the contractor shall provide berming, or devise alternative drainage.
 - 8) Trees shall not be planted deeper than the base of the "trunk flare".
 - 9) The tree pit shall be backfilled with native topsoil free of rock and other debris.
 - 10) Burlap, twine, and wire baskets shall be loosened and pulled back from the trunk of tree as much as possible.
 - 11) Trees shall not be watered to excess that results in soil saturation. If soil becomes saturated, the watering schedule shall be adjusted to allow for drainage and absorption of the excess water.
 - 12) A 3-4" layer of mulch shall be provided around the base of the planted tree. The mulch shall be pulled back 1-2" from the trunk of the tree.
 - 13) No person(s) or entity may use improper or malicious maintenance or pruning techniques which would likely lead to the death of the tree. Improper or malicious techniques include, but are not limited to, topping or other unsymmetrical trimming of trees, trimming trees with a backhoe, or use of fire or poison to cause the death of a tree.
 - 14) Topsoil shall be a minimum of eight (8) inches in depth in planting areas. Soil shall be free of stones, roots, and clods and any other foreign material that is not beneficial for plant growth.
 - 15) All plant beds shall be top-dressed with a minimum of three (3) inches of mulch.
 - 16) Trees overhanging walks and parking shall have a minimum clear trunk height of seven (7) feet. Trees overhanging public street pavement drive aisles and fire lanes shall have a minimum clear trunk height of fourteen (14) feet.
 - 17) A visibility triangle must be provided at all intersections, where shrubs are not to exceed thirty (30) inches in height, and trees shall have a minimum clear trunk height of nine (9) feet.
 - 18) Trees planted on a slope shall have the tree well at the average grad of slope.
 - 19) No shrubs shall be permitted within areas less than three (3) feet in width. All beds less than three (3) feet in width shall be grass, groundcover, or some type of fixed paving.
 - 20) The owner, tenant, and/or their agents, if any, shall be jointly and severally responsible for the maintenance, establishment, and permanence of plant material. All landscaping shall be maintained in a neat and orderly manner at all times. This shall include, but not limited to, mowing, edging, pruning, fertilizing, watering, and other activities necessary for the maintenance of landscaped areas.

- 21) All plant material shall be maintained in a healthy and growing condition as is appropriate for the season of the year. Plant material that is damaged, destroyed, or removed shall be replaced with plant material of similar size and variety within thirty (30) days unless otherwise approved in writing by the Town of Prosper.
- 22) Landscape and open areas shall be kept free of trash, litter, and weeds.
- 23) An automatic irrigation system shall be provided to irrigate all landscape areas. Overspray on streets and walks is prohibited. A permit from the Building Inspection Division is required for each irrigation system.
- 24) No plant material shall be allowed to encroach on right-of-way, sidewalks, or easements to the extent that the vision or route of travel for vehicular, pedestrian, or bicycle traffic is impeded.
- 25) No planting areas shall exceed 3:1 slope (3 ft Horizontal to 1 ft Vertical).
- 26) Earthen berms shall not include construction debris. Contractor must correct slippage or damage to the smooth finish grad of the berm prior to acceptance.
- 27) All walkways shall meet ADA and TAS requirements.
- 28) Contact Town of Prosper Parks and Recreation Division at (972) 569-1160 for landscape inspection. Note that landscape installation must comply with approved landscape plans prior to final acceptance by the Town and/or obtaining a Certificate of Occupancy.
- 29) Final inspection and approval of screening walls, irrigation, and landscape is subject to all public utilities, including but not limited to manholes, valves, water meters, cleanouts, and other appurtenances, to be accessible, adjusted to grade, and to the Town of Prosper's Public Works Department standards.
- 30) Prior to calling for a landscape inspection, the contractor is responsible for marking all manholes, valves, water meters, cleanouts, and other utility appurtenances with flagging for field verification by the Town.

Additional information as needed for clarity.

Preparer's Signature _____