

# LANDSCAPE PLANS SUBMITTAL

## Purpose

Landscape related plans are required to ensure conformance to the Zoning Ordinance, Code of Ordinances, Parks Plan, and Open Space Master Plan.

The following shall be submitted with a Site Plan Submittal:

- General Tree Survey

The following shall be submitted with the Civil Plans

- Landscape Plan
- Irrigation Plan
- Detailed Tree Survey
- Tree Mitigation

If a site absent of trees, a note stating "No existing trees on this site"

## Approval Body

Landscape Plan are approved by Town Staff

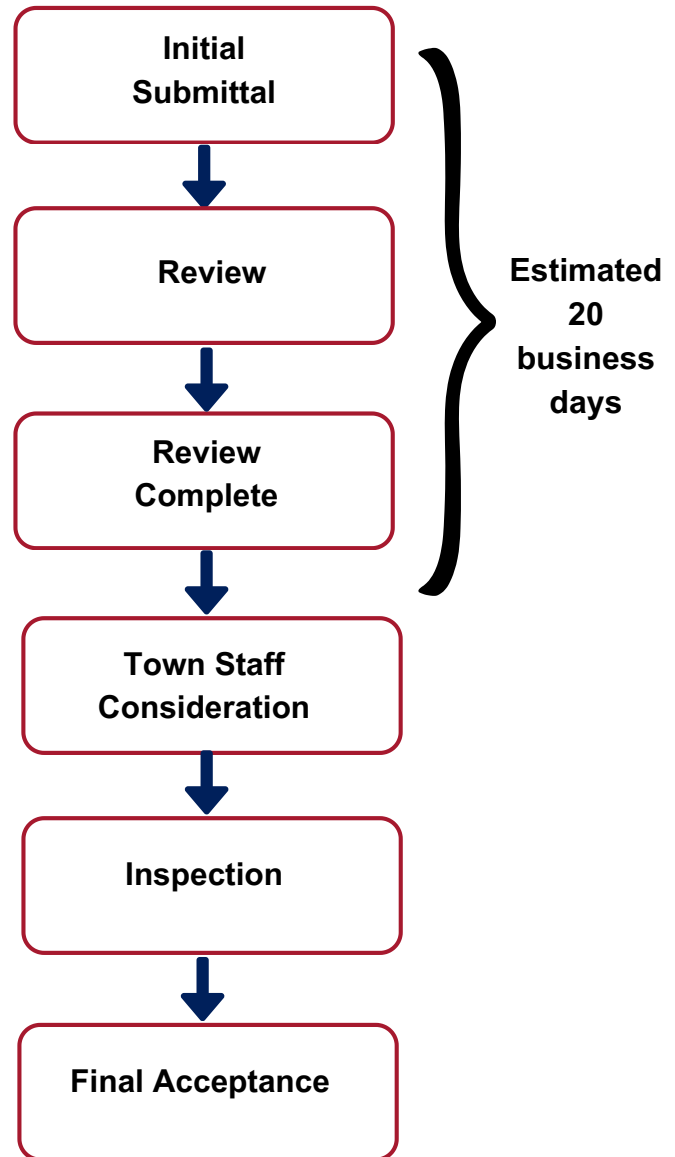
## Required Forms & Exhibit

All requests are submitted online via the Citizen Self Service (CSS) Portal and shall be submitted per the development schedule. Upload the Following:

- Signed checklist for each plan
- Exhibits

## Fees

- Landscape Inspection
  - \$100
- Park Land Dedication/Fees
  - 1 acre of land per 35 residential units, or an amount proportionally equal to 5% of the total tract acreage, whichever is greater.
- Park Improvement Fees
  - \$1,500/single family unit and \$2,000/multifamily unit
- Mitigation Fees
  - Contact Parks Department



## Inspection

- Please contact Parks departments at least 48 hours prior to the requested date.

## Notices

- None

# LANDSCAPE PLAN CHECKLIST



**PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.**

**Name of Project:** \_\_\_\_\_

**Date of Submittal:** \_\_\_\_\_

- Use the attached list to verify the completeness of the Landscape Plan request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Sign and complete checklist.
- Attach the completed checklist with the Landscape Plan request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

**The following checklists are not intended to be a definitive list of all information.**

- ☐ 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' 0" – 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 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).
- ☐ Show all existing power poles, utility, or irrigation boxes.
- ☐ Connect new hike and bike trail(s), with sidewalks, to existing trails .
- ☐ Location and width of existing and proposed streets and sidewalks.
- ☐ All other Existing and proposed easements (i.e. utility, drainage, visibility and maintenance, etc.)  
All existing and proposed utilities – fire hydrants, water, sanitary and wastewater lines with, valves, and manholes within and immediately adjacent to the tract
- ☐ Existing/preserved trees – location, size (caliper inches measured at 4.5' from ground level), species (common and scientific names), show floodplain line in bold (and label). Any existing trees on the protected tree list being used for credits toward tree mitigation shall be marked with a BOLD "M". If no existing trees were on the site, per the General Tree Survey (or Site Plan), add this note, "No existing trees on site".

**\*\*\* List Continues on Page 71 \*\*\***

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.

# LANDSCAPE PLAN CHECKLIST (CONT.)



- ☐ All other Existing and proposed easements (i.e. utility, drainage, visibility and maintenance, etc.)
- ☐ Landscape Computations Table: square footage of required/provided landscape area for perimeter and interior parking, number of trees/shrubs required/provided; credits for existing trees and substitutions\*, in lieu of payment\*
- ☐ Hardscape and other materials – location, size, etc (i.e. trails and sidewalks, art, bridges, paving, benches, screens, fountains, ponds including depth of water, or other landscape features)\*
- ☐ Proposed plant materials – name (common and scientific) location, spacing size (height and spread at time of planting) in a legend. Create separate legends for: Trees for mitigation credits (show total required mitigation from Tree Mitigation Schedule and total credits) and plants for living screens in lieu of screening wall\*
- ☐ Label all plant symbols on plan by grouping (on individual pages).
- ☐ Assure coverage of right-of-way complete to existing street.
- ☐ Existing and proposed topography, with berms, which can encroach into non-TXDOT right-of-ways (maximize allowable space based on 3:1 height) detailing with one (1) foot contours and slope indicated.
- ☐ Include tree mitigation plan note(s) for any transplants, trees in addition to those being mandatory and payment amounts. If no trees existing on this property, add this note: “NO EXISTING TREES ON THIS SITE”.
- ☐ Detailed structural designs of entryway features (separate sheet including easements and utilities), elevations including description of maintenance provisions
- ☐ Town of Prosper landscape general notes
  - Standard language and/or notations, as follows:
    - Plant material shall be measured and sized according to the latest edition of the American Standard for Nursery Stock (ANSI Z60.1)
    - All plant substitutions are subject to Town approval and must be specified on the approved landscape plan.
    - 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.
    - Trees must be planted four (4) feet or greater from curbs, sidewalks, utility lines, screening walls, and all structures. Single-trunk trees shall have a single, straight leader, and all trees shall be full, with balanced canopy. Major damage to trunk(s), or branches, will be cause for denial.
    - All root flares shall be set at three (3) to four (4) inches above surrounding grade
    - The tree pit shall be backfilled with native topsoil free of rock and other debris
    - Burlap, twine, and wire baskets shall be severed and removed from the top of the root ball.
    - 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.
    - No person(s) or entity may use improper or malicious maintenance or pruning techniques including, but not limited to,: topping or other non symmetrical trimming of trees, damage from a backhoe, or use of fire or poison Follow the American Standard for Nursery Stock (ANSI Z60.1) guidelines on pruning and maintenance.

**\*\*\* List continues on Page 72 \*\*\***

# LANDSCAPE PLAN CHECKLIST (CONT.)



- 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.
- All plant beds shall be top-dressed with a minimum of three (3) inches of mulch.
- Trees overhanging walks and parking shall have a minimum clear branch height of seven (7) feet. Trees overhanging public street pavement drive aisles and fire lanes shall have a minimum clear branch height of fourteen (14) feet.
- 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.
- Trees planted on a slope shall have the tree well at the average grade of the uphill slope.
- All areas of less than three (3) feet in width shall be grass, groundcover, or some type of Decorative river rock, pavers, or concrete.
- 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 at all times including, but not limited to, mowing, edging, pruning, fertilizing, watering, de-weeding, and trash removal.
- Plant material that is damaged, destroyed, or removed shall be replaced with Plants meeting minimum specifications per landscape plan. All turf/ground cover areas are to be established prior to receipt of Certificate of Occupancy, unless otherwise approved by the Town.
- An automatic irrigation system shall be provided to irrigate all landscape areas into streets, sidewalks, or alleys.
- No planting areas shall exceed 3:1 slope (3 ft Horizontal to 1 ft Vertical).
- Earthen berms shall not include construction debris.
- All walkways shall meet ADA and TAS requirements.
- Landscape installation must comply with approved landscape plans, and as-built plans submitted to Parks and Recreation, prior to final acceptance by the Town and/or obtaining a Certificate of Occupancy.
- 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 being accessible, adjusted to grade, and to the Town of Prosper Public Works Department standards.
- **IMPORTANT: MINIMUM STANDARDS FOR PLANTS, AS SET FORTH IN THE ZONING ORDINANCE AND APPROVED LANDSCAPE PLANS ARE TAKEN SERIOUSLY BY THE TOWN AND PARKS AND RECREATION. INSTALLING INFERIOR PLANTS WITHOUT WRITTEN APPROVAL FROM A PARKS REPRESENTATIVE MAY RESULT IN REJECTION OF SOME OR ALL PLANTS, THEREBY DELAYING RECEIPT OF A CERTIFICATE OF OCCUPANCY. ARCHITECTS AND LANDSCAPE CONTRACTORS ARE STRONGLY ENCOURAGED TO NOTIFY THE PARKS DEPARTMENT TO DISCUSS POSSIBLE DEFICIENCIES PRIOR TO INSTALLATION.**
- Call Parks and Recreation at (972) 569-1160 at least forty-eight (48) hours prior to the following inspections:
  - Proposed trail alignment
  - Berm construction & grading
  - Escrow release
  - Final inspection



Preparer's Signature