



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Final Landscape Plan Application Requirements

Final Landscape Plan Application Checklist

This checklist is intended to assist in preparing a complete plan that will address all City Landscape standards and requirements. The following information must be included with the plan submittal. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please visit the following webpage to submit a Final Landscape Plan application which is not currently part of a Development Plan: <https://aca-prod.accela.com/COSPRINGS/Default.aspx>.

Submittal Checklist

General Requirements

- 1. [General Applicant and Owner Acknowledgement Form](#): (only if not part of a Development Plan submittal).
- 2. Certification of Professional Qualifications Form: (Per City Website).
- 3. Site Base Information: North arrow, vicinity maps, scale, street classifications, key map, and match lines.
- 4. Title block information: Final Landscape Plan title, date, and City file number.
- 5. Horticulture Soil Analysis Report: From an established soil analysis laboratory and provide existing soil conditions and recommendations for soil amendments and fertilizers. (7.4.902.F.2)
- 6. Accurate soil preparation notes: Appendix G format, provide an amendment/fertilizer chart with recommendation based on the soil analysis report.
- 7. Hydro-Diagram: Appendix D format, submit the required online "Irrigated Landscape Area Reporting System".
- 8. Site Category Calculation charts: Appendix F format, show how all requirements are being met for the site. Include abbreviations for each category.
- 9. Plant schedule: Appendix G format, meeting the 70% signature plant requirement. All plant material will be called out with the plant abbreviation and quantity per the schedule. All trees will include the Site Category Calculation abbreviation they satisfy, as reflected on the Site Category Calculation chart. (7.4.904.D.1.a.1)
- 10. Planting Details: (Per City Website)
- 11. Site Categories: Label and dimension all landscape setbacks and buffers from the property lines on plans.
- 12. Zoning Information: Existing and proposed Zoning of site and surrounding properties.
- 13. Maintenance responsibility: Owner, district or HOA for all landscaping, streetscape, walls, fencing and medians.
- 14. Streets and Right of Way (existing and proposed): Street names, street classification, Show speed lines of sight for each intersection and access point (Ref. City Traffic Manual)
- 15. Ground plane legend: Wood & rock/cobble mulch, turf, native seed, and total amounts of each (SF).
- 16. Green Space Areas: Show and label all proposed active and non-active green space areas and improvements. Graphically show how we are meeting the minimum square feet areas for each and provide details for all proposed active green space improvements. Include the % calculation (7.4.908)



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Final Landscape Plan Application Requirements

- 17. Single and Two-Family Residential Water Use Typical(s): Appendix C format, if applicable, provide water use typical(s). (7.4.902.E.1)

- 18. Retaining Walls: Show all locations and label each wall with general heights and provide detail showing general materials, height, and construction. (7.4.902.F.4.1)

- 19. Fences: Show all locations and label each fence with heights and provide detail showing general materials, height, and construction.

- 20. Proposed plants: Shown within ranges of mature height and width per current City of Colorado Springs Plant List Appendix A.

- 21. Grading: Show and label slopes 5:1 and over, existing, and proposed contours and berms, swales, slope protection details, reclamation, erosion control, detention ponds, rain gardens, sand filters, water quality elements and City Green Infrastructure grading elements. Label all detention pond maintenance access roads. (Policy 7.4.902.F.4.1)

- 22. Existing major vegetation: Show all vegetation to be retained and removed, by size & species. Include protection measures notes and details.

- 23. Plan features: Identify natural features, rock outcroppings, ponds, streams, lakes etc. and proposed features, boulders, sculptures, benches, plazas, etc. Show new locations of transplanted materials.

- 24. Hillside Overlay & Stream Side Overlay: Provide all pertinent information including existing vegetation, natural features, all buffers (including tree calculation charts), and flood plain lines. See Streamside, Hillside, and Landscape manuals for clarification. Delineate and show the 100-year flood plain as applicable. (7.4.902.D)

- 25. Landscape lighting: Show fixture types and locations on the plans. Confirm proposed lighting is compatible with all proposed landscaping.

- 26. Green Infrastructure Elements: Appendix H format, show all proposed planned infiltration areas (PIA) and all PIA swales (including flow arrows) with a light hatch.

- 27. Parking: Show covered & uncovered stalls, loading and fueling areas, drive-thrus and vehicular drives.

- 28. Required Landscape Notes: Appendix F format, provide required notes under a "Standard City of Colorado Springs Landscape Notes" section

- 29. Site elements or amenities identified: Show and label on the plan all structures (I.E. trash enclosures, mail kiosks, utilities vaults, ETC). Label all building numbers and lot numbers. Show and label all open space areas (pocket park, tract, common areas or OS). All parks labeled as "Public" or "Private".

- 30. Trails: Show all private pedestrian walks and pedestrian-oriented areas. Label adjacent (PR & CS) public trails.

- 31. Site Utilities: Show, dimension, and label all existing and proposed utilities (wet/dry) and utility easements. Show, dimension, and label any other easements (I.E. drainage, preservation, ETC) (7.4.908).

- 32. Buffers and Screens: Provide vegetive screen for all refuse collection areas from adjacent streets and properties. Screen loading and utility service areas, vehicle repair bays, drive-thrus, retaining walls, and vehicle fueling areas from adjacent streets and properties. Provide detail design of screening structures. (7.4.907.B.2)

- 33. Alternative Landscape Adjustment: Appendix F format, submit a request if applicable