



LANDSCAPE & SCREENING PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all Town ordinances and standards.

Page 1 of 2

GENERAL

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage.
- Location map, north arrow, scale (1"=30' or larger), title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, Street Address, space for Town Project Number (to be provided at time of submittal), and preparation date
- Landscape architect's seal with signature and date of signing.
- Name, address and phone number, and email of owner, applicant, and Landscape Architect.
- Base information as required on the Site Plan Checklist including but not limited to:
 - Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
 - Existing and proposed building locations, pavement, parking areas and structures, drive aisles, loading and unloading areas,
 - Location, height, and material of proposed screening walls, retaining walls, fences,
 - Sidewalks and barrier free ramps compliant with Americans with Disabilities Act and Texas Accessibility Standards requirements. Minimum 5' wide sidewalk provided along road frontage(s).
 - Existing and proposed easements (utility/water/sewer, fire lane, visibility access and maintenance, public way access, drainage, and drainage and detention, etc.). Depict existing and proposed franchise utility easements.
 - Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less
 - Natural features to be preserved including: tree masses, flood plains, drainage ways and creeks
 - Proposed detention areas, inlets, culverts and other drainage structures on-site and adjacent to the site
 - Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on and adjacent to the site.

LANDSCAPE REQUIREMENTS

- Plant materials, selection, size, location and coverage etc:
 - Location, size, and species of all existing trees to be preserved
 - Designation and location of all trees and plants including replacement trees
 - New and replacement materials selected per Section 9 of the Town of Addison Landscape Regulations
 - Legend with botanical and common names, and sizes of plant materials.
 - Trees and shrubs comply with the size requirements as follows:
 - Evergreen trees shall be minimum 8'-10'
 - Shade trees shall be minimum 4" caliper with a height of 14'-16'
 - Crape Myrtles shall be minimum 6'-8', other ornamentals shall be minimum 8'-10'
 - Shrubs shall be minimum five (5) gallon
 - Details and specifications for tree planting, soil preparation, and other applicable planting work. Tree specifications comply with American Standards for Nursery Stock.
 - Trees are not allowed within utility and storm drain easements.
 - Provide proper spacing of trees and other plants. (show plants not less than 75% of mature size.)
 - Groundcover shall be a minimum of 8" on center for 4" pots and 16" on center for 1 gallon containers
 - Maintain a (3') vegetation-free zone around fire hydrants to allow proper operation (ref SD-W16 for concrete pad around hydrant).
 - Ornamental trees do not count toward tree totals unless approved by the Director of Parks or his representative
- Show both Landscape and Civil VAM triangles
 - Shrubs shall not exceed 18" height and Trees shall have a minimum clear trunk height of 9' in VAMs.
- Size, height, location, and material of proposed seating, lighting, planters, sculptures, decorative paving, and water features
- Cross-section drawing of proposed berms and berm contours at one (1) foot interval

- Landscape tabulations showing how landscape requirements have been met, including the following:
 - Existing and proposed overall landscape percentage
 - Street Landscape Buffer (20' minimum)
 - Off-street Loading screen
 - Visibility Triangles
 - Parking Lot Screening (from adjacent streets)
 - Parking Lot Screening (Perimeter)
 - Parking Lot Landscaping (Interior)

Preparer's Name: _____

Preparer's Signature: _____