



LANDSCAPE & SCREENING PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

*This checklist is not all-inclusive of all Town Ordinances and Standards.
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GENERAL

- | | | |
|-----------------------------------|------------------------------|--|
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 1. Site boundaries, bearings and dimensions, lot lines, site acreage and square footage. Show entire site. |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 2. 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. |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 3. Landscape architect's seal with signature and date of signing. |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 4. Name, address and phone number, and email of owner, applicant, and Landscape Architect. |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 5. Provide the following notes on the Landscape Plan:
a. "An irrigation plan is required on Civil, and construction plans and must be signed and sealed by a Licensed Irrigator."
b. "All irrigation controllers must have a rain and freeze sensors." |
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 6. Base information as required on the Site Plan Checklist including but not limited to:
a. 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;
b. Existing and proposed building locations, pavement, parking areas and structures, drive aisles, loading and unloading areas;
c. Location, height, and material of proposed screening walls, retaining walls, fences;
d. 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);
e. 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;
f. Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less;
g. Natural features to be preserved including tree masses, flood plains, drainage ways and creeks;
h. Proposed detention areas, inlets, culverts, and other drainage structures on-site and adjacent to the site; and
i. 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

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|-----------------------------------|------------------------------|---|
| <input type="checkbox"/> Complete | <input type="checkbox"/> N/A | 7. Landscaping requirements for all landscaping and plant materials on site:
a. Location, size, and species of all existing trees to be preserved and removed; |
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- b. Designation and location of all new plant material, including replacement trees per Tree Mitigation and Removal Section below;
- c. New and replacement materials selected per [Article VI-Section 34-209](#) of the Town of Addison Landscape Regulations;
- d. Legend with botanical and common names, sizes and spacing of all plant materials;
- e. Trees and shrubs comply with the size requirements as follows:

Evergreen Trees	Minimum 8'-10'
Shade Trees	Minimum 4" caliper with a height of 14'-16'
Ornamental Trees	Minimum 2.5"-3" caliper with height of 8'-10'
Shrubs	Minimum five (5) gallon

- f. Details and specifications for tree planting, soil preparation, and other applicable planting work. Tree specifications comply with American Standards for Nursery Stock.
- g. Trees are not allowed within utility and storm drain easements.
- h. Provide proper spacing of trees and other plants (show plants not less than 75% of mature size).

Groundcover	Minimum of 8" on center for 4" pots and 16" on center for 1-gallon containers
Fire Hydrants	Maintain a (3') vegetation-free zone around fire hydrants to allow proper operation (ref SD-W16 for concrete pad around hydrant)

- i. Ornamental trees do not count toward tree totals unless approved by the Director of Parks or Director's designee.

☐ Complete ☐ N/A

- 8. Show both Landscape and Civil Visibility Access Management (VAM) triangles
 - a. Shrubs shall not exceed 18" height and Trees shall have a minimum clear trunk height of 9' within VAM triangles.

☐ Complete ☐ N/A

- 9. Size, height, location, and material of proposed seating, lighting, planters, sculptures, decorative paving, and water features.

☐ Complete ☐ N/A

- 10. Cross-section drawing of proposed berms and berm contours at one (1) foot intervals.

☐ Complete ☐ N/A

- 11. Landscape tabulations showing how landscape requirements have been met, including the following:
 - a. Existing and proposed overall landscape/open space percentage (20% of gross site must be living materials - DG, gravel, flagstone, synthetic turf do not count).
 - b. Street Landscape Buffer (20' minimum) measured from curb if Owner maintains ROW; otherwise measure from property line. Street Landscape Buffer must include 1 - 4" tree per 30 linear feet; evergreen shrubs 3'- 3'6" on center; no aggregates.



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- c. Off-street Loading Screening is required to be a minimum of 6-foot tall. Screening material may include fence, wall, evergreen shrubs, evergreen trees, or a landscape berm and must be installed per [Article VI-Section 34-209](#).
- d. Parking Lot Screening is required along parking surfaces adjacent to streets. Screening must be a minimum of 3'6" higher than paving. Screening material may include evergreen shrubs, landscape berm, fence, or wall and must be installed per [Article VI-Section 34-209](#).

- e. Parking Lot Perimeter Screening Requirements:

10,000 SF or Less	3-Foot-wide landscaped bed with 1 shrub 3'-3'6" on center
Greater than 10,000 SF	5-Foot-wide landscaped bed with 1 shrub 3'-3'6" on center 1 – 4" tree per 35 linear feet

- f. Parking Lot Landscaping (Interior Percentage) Requirements:

Parking Area	Percentage Required for Interior Planting Area
7,000 – 49,999 SF	5 Percent
50,000 - 149,999 SF	8 Percent
Greater than 150,000 SF	10 Percent
*Parking lot landscaped area is calculated within lot perimeter, including planting islands, curbed areas, corner lots, parking spaces, interior driveways, aisles (except those without parking spaces), curbs or wheel stops to protect trees, shrubs, and screens.	

- g. 1 tree for each 10 required parking spaces in the parking area.
- h. No required parking spaces may be located further than 50 feet from the trunk of a shade tree, or farther than 75 feet from two or more shade trees.
- i. Parking spaces shall not exceed 10 spaces in a row without being interrupted with a landscape island, 9 feet in width.
- j. If Overhead Power Lines are present, ornamental trees may be used (planted no closer than 10' to lines).

AIRPORT DEVELOPMENT

- ☐ Complete ☐ N/A **12.** Provide existing and proposed overall landscape/open space percentage (10% of gross site must be living materials - DG, gravel, flagstone, synthetic turf do not count). If 10% open space cannot be met, offsite areas not maintained by the Airport may be counted. Plans should list percent of open space on site and off site.
- ☐ Complete ☐ N/A **13.** No trees are required but prefer to have some treatment at building entry.
- ☐ Complete ☐ N/A **14.** Tree parking lot requirement not applicable.
- ☐ Complete ☐ N/A **15.** Ornamental trees may be used instead of shade trees. Avoid plant materials that bear fruit or attract wildlife.
- ☐ Complete ☐ N/A **16.** Avoid placing irrigation within mowed areas (airside and landside).



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TREE REMOVAL AND MITIGATION

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| <input type="checkbox"/> Acknowledge | 17. Trees (4" or greater) identified as a part of the natural landscape to be removed as a part of disturbance, grading or other development must meet the following guidelines:
a. Projects with tree removal that are a part of The Town's Development Review process are permitted upon completion of all requirements.
b. Acceptable replacements for removed trees can be found in Article VI-Section 34-209 . |
| <input type="checkbox"/> Complete <input type="checkbox"/> N/A | 18. Provide a sheet with a numbered tree survey of all trees on site. Use an X to indicate trees proposed to be removed. Provide a table listing all trees on the site by number, indicating if it is to be preserved or removed, and include species, condition, size (caliper inch), and caliper inches to be replaced as mitigation. Provide a separate landscape plan sheet showing how trees are proposed to be mitigated on site as described in items 1-11 of this checklist. |
| <input type="checkbox"/> Complete <input type="checkbox"/> N/A | 19. Protected trees identified in item 17 that are removed shall be mitigated by minimum 4" caliper tree until all caliper inches are accounted for. Mitigation provided with larger caliper trees is allowed as practical. |
| <input type="checkbox"/> Acknowledge | 20. If approved by the Director of Parks, or Director's designee, a payment can be made into the Tree Preservation Fund if trees cannot be mitigated on site. The amount paid would be \$192 per caliper inch (based on costs quoted by Fannin Tree Farms). The amount will be reviewed annually and adjusted to reflect the current market value of a replacement tree. All applicants must demonstrate an effort to mitigate all caliper inches on site and show why it is not possible prior to approval. |

NOTES FOR REVIEWER

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| <input type="checkbox"/> Complete <input type="checkbox"/> N/A | 21. Check Trail Master Plan for applicability to lot; Owner is responsible for providing designated paving and buffering. |
| <input type="checkbox"/> Complete <input type="checkbox"/> N/A | 22. Check district standards for paving, site furniture, and other requirements. |
| <input type="checkbox"/> Complete <input type="checkbox"/> N/A | 23. Check with Parks to use Synthetic/Artificial Turf. If used for play surface, drawings must show details regarding safety surface depth, per manufacturer. |
| <input type="checkbox"/> Complete <input type="checkbox"/> N/A | 24. Check Master Transportation Plan for applicability of street frontage requirements. |
| <input type="checkbox"/> Complete <input type="checkbox"/> N/A | 25. Check Article XIX.A Belt Line District Regulations for special zoning requirements applicable to particular uses. This applies to development on Belt Line Road from Marsh to Midway, review Section VII- Landscape Requirements and Appendix III- Belt Line District Engineering and Landscape Standards . For all other applications check Belt Line Enhancements Report and Master Plan . |

Preparer's Name: _____

Preparer's Signature: _____