
APPENDICES

Submittal Standards and Requirements

The following submittal requirements shall apply to all landscape development projects in D-C, R-C, C-1 and R-2 Districts.

- A detailed landscape plan prepared by a qualified professional shall be submitted concurrently with other drawings required for site plan approval.
- All required drawings and maps shall be clear, crisp copies of the originals and shall be submitted on one or more 24" x 36" sheets.
- Landscape development drawings shall be drawn to a scale of not less than 1" = 30'.
- The landscape plan(s) shall contain the following information:
 - a. Indicate the project name, note the scale of the drawing, provide a north arrow, the date that drawing was prepared and name of firm preparing the drawing.
 - b. Indicate all significant site features including existing and proposed buildings, retaining walls, recreation structures, parking lots, driveways, roads, walks, paths, plazas, property lines and easements within the project property.
 - c. Indicate all significant off-site features within 50 feet (50') of the project property.
 - d. Indicate the limit of construction disturbance and identify all existing plants to be saved or removed.
 - e. Describe how existing topsoil will be saved or reused, if applicable. Indicate topsoil stockpile areas(s).
 - f. Identify all proposed planting, including lawns, by name and size.
 - g. Include calculations of the required minimum quantities of plant materials to be planted.
 - h. Describe how trees will be staked and plant materials mulched.
 - i. Identify all areas to be revegetated with native grass seed mixes. Identify the grass seed mix.
 - j. Describe erosion control and mulching method(s) and proposed timing.
 - k. Describe the type of irrigation system that will be provided, if pertinent.
 - l. Indicate all existing or finished grades equal to or steeper than 4:1, as well as any geological hazard areas. If deemed necessary by the Community Development Director, the full proposed grading plan may need to be superimposed on the planting plan.
 - m. Indicate all snow storage areas.
 - n. Indicate all drainage features and facilities and all designated floodplain and wetlands areas. Submit Corps of Engineers 404 permit documentation, if pertinent.
 - o. Indicate and describe any site water features, retaining walls, freestanding walls, fences or boulders.
 - p. Provide drawings or cut sheets for all site furniture such as flagpoles, bicycle racks, trash containers or sculpture.
 - q. Provide drawings or cut sheets for all site lighting fixtures.
 - r. Provide drawings for and describe all site signage.

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- s. Indicate and describe any other proposed site elements.
 - t. List starting and completion dates for landscape construction.
 - u. Provide any additional information required by the Town during project review .

Design Review Process

The design review process shall be applied to all proposed landscape development projects in the R-C, D-C, C-1 and R-2 Districts. For minor revisions to existing landscapes in these Districts, the Community Development Department shall determine the extent of submittal requirements.

Definitions

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| BERM | An earthen landform used to deflect noise, direct views or add visual interest. |
| CALIPER | The diameter of a tree trunk, measured six inches (6") above the ground for all trees less than four inches (4") in caliper and twelve inches (12") above the ground for all trees more than four inches (4") in caliper. |
| COBBLE | Rounded rock, variable in size, with no fine material and not material exceeding six inches (6") in diameter. |
| CONSTRUCTION PROCESS | The entire time period during which site development occurs, from initial planning and surveying to final cleanup and issuance of all necessary permits and certificates. |
| DECIDUOUS | A plant material that sheds its foliage annually. |
| DRIP LINE | An imaginary line extending from the perimeter of a tree's foliage down to the ground. |
| EVERGREEN | A plant material that retains its foliage year-round. |
| IRRIGATION | Controlled, automatic application of water to plant materials at regular intervals. |
| LANDSCAPE DEVELOPMENT | All site improvements except the building, roads and parking lots, including but not limited to grading, soil preparation, plant materials, mulches, irrigation, walks, trails, plazas, patios, walls, fences, water features, sculpture, lighting, signage, flagpoles, bicycle racks, trash containers, drainage facilities and boulders. |
| LAWN | An area dominated by grasses, usually of non-native varieties, that is periodically mowed and/or irrigated. |
| MULCH | Loosely laid material, usually wood or rock, used to reduce moisture loss and suppress weeds around plants. |
| SCREEN | To visually filter, redirect or block views or noise, using plant materials, berms, walls or fences that are attractive in appearance. |
| SHRUB | A self-supporting woody plant, having multiple stems from the ground or branching close to the ground in its natural condition, that will not exceed fifteen feet (15') in height with normal growth. |

Definitions

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| STAKING | To secure trees to the ground at two or three points to allow their roots to become established; usually removed after one or two growing seasons. |
| SWALE | A shallow depressed landform designed to carry drainage of calculated volume at a desirable rate to a selected point of release. |
| TREE | A self-supporting wood plant, having no more than five stems from the ground in its natural condition, that will exceed fifteen feet (15') in height with normal growth. |
| WETLANDS | Biologically important areas that are periodically inundated and support characteristic plant material. The Corps of Engineers makes the final determination of what areas are or are not wetlands. |