



# Landscape Inventory Plan Checklist

The Landscape Inventory Plan identifies existing features and plant materials on the site. Plans and special features such as rock formations or riparian washes are called out by location, size, and condition. This plan shall designate all plants and special features that are salvageable and state specific reasons for the removal of any protected or mature plant material. This plan must be approved before grading permit will be issued or site plan finalized. Submit to Development Services Department, Central Log-in Counter, 200 West Washington Street, Phoenix, Arizona 85003. This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. For additional information contact the Development Services Department at 602-256-7811 (voice), 602-534-500 (TTY), or visit [www.phoenix.gov/DEVPRO](http://www.phoenix.gov/DEVPRO).

Review of: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Phone: \_\_\_\_\_

Needs to be addressed

E-mail: \_\_\_\_\_

**I. SUBMITTAL REQUIREMENTS**

- Provide three (3) sets of plans (sheet size 24" x 36")
- Filing fees at time of submittal. (See current fee schedule for submittal fees)

**II. GENERAL INFORMATION (Show following items on plans):**

- Base sheets shall be aerial photos or topographic surveys with all existing features and plant material accurately located and identified.
- Name and address of project in the title block.
- Name, address, and phone number of landscape inventory provider.
- Vicinity map and sheet layout on cover sheet.
- Scale and North arrow in lower right-hand corner of drawing. Scale shall not exceed 50 scale.
- Inventory and Salvage plans to be at same scale."
- Sheet size shall be 24" x 36" and shall clearly show match lines.
- Streets labeled
- Right-of-way and property lines shown and identified.
- Clouds and deltas should only be used for revisions to approved plans.

**Put the following information on the lower right hand corner of each sheet:**

- Sheets numbered with total on each sheet, Example: Sheet 1 of 5...
- Hillside number H \_\_\_\_\_ PR (if applicable)
- Development Services Department's KIVA # \_\_\_\_\_
- Development Services Department's ENVR # \_\_\_\_\_
- Quarter Section # \_\_\_\_\_
- Signature line on the cover sheet as follows:

\_\_\_\_\_  
PLANT INVENTORY APPROVAL, CITY OF PHOENIX

\_\_\_\_\_  
DATE

*Plan approval good for one (1) year*

*NOTE: A one year extension can be granted by the Development Services Landscape Architect if the salvage company confirms in writing the status of plant material has not changed and plant tags are still legible.*

**III. NOTES TO BE PLACED ON PLANS**

- 1. "Plant materials must be individually tagged in the field at the time the Inventory Plans are submitted. Tagged material must be clearly marked with waterproof ink and include the number which corresponds to the number shown on the plan. A field review will not occur until clearly marked tags are in place on each plant to be included in the inventory.
- 2. Tags must be attached so that they will remain on the plant for the duration of the salvage and nursery storage period. Plant materials without numbered tags in the nursery will not be counted toward the total requirement for the project."
- 3. All plant materials must remain on site until salvage plan is approved.

**IV. ELEMENTS**

**NOTE:** Plants that require inventory: all mature plant material native and non-native.

All plants and cacti over 4" in diameter or over 3' in height, measured 1' above the soil line, shall be identified by:

- Symbol (circle) representing plant material and label with ID number
- Exact location
- Height, spread, and caliper
- Botanical and common name.
- Plants shall be identified as 'salvageable' or 'non-salvageable'/'remain in place' with reason for not salvaging given.
- Plant inventory shall extend 10' beyond the property line. (This requirement can be waived at the discretion of the Development Services Landscape Architect.)
- Identify features such as washes or rock formations that are to be preserved in place. Dimension these areas on the base sheet.
- File a Notice of Intent to Clear Land with the State of Arizona. 602-364-0935