



KIVA #: _____ Project Name: _____

Reviewed By: _____ Phone: _____ Date: _____

Landscape Architect: _____ Phone: _____

This checklist is intended to be utilized for Commercial and Subdivision Developments within Hillside areas (above 10% slope). This checklist is broken up into two sections (Inventory and Salvage) depending on the amount of plants within the scope of work area. See the [Landscape, Inventory & Salvage Summary Sheet](#) to understand if a separate Inventory and Salvage or combination plan is appropriate for this project. **The Hillside, Revegetation Plan is a separate submittal from this plan.**

The Hillside, Inventory/Salvage Plan identifies and/or designates areas proposed for preservation; remain in place, salvage, or removal. Existing plant material that is salvageable should be temporarily relocated in a protected nursery area within the allowed disturbance area and later incorporated back onto the property. Other features or plant materials may need to be protected in place with construction fencing and the project should be designed to incorporate them. This plan shall be a contractual document suitable for bid purposes.

The Hillside, Inventory/Salvage Plan must be approved, the Civil Environmentally Sensitive (CES) permit purchased and the CES inspections complete prior to the Hillside/Grading and Drainage permit release.

This checklist serves to minimize redline comments on the submitted plans and to maintain consistency among plan reviewers on plans for Hillside, Commercial Inventory/Salvage. Plan approval and issuing permits depend on compliance with the comments made on the submitted plans and this checklist. The Landscape Architect shall satisfy themselves of the completeness and accuracy of the design.

- Per Arizona Revised Statutes (ARS) 32-121, a person or firm desiring to practice any board-regulated profession—such as Landscape Architecture—shall first secure a certificate or registration to practice, offer, or perform professional services regulated by the State of Arizona.
- To secure registration to practice as a Landscape Architect, a person must be actively engaged in education or experience, or both, in the profession for which registration is sought for at least eight years—with up to 5 years being completed in a landscape architectural school approved by the board and 3 years must be attained under the direct supervision of a professional who is satisfactory to the board and registered in this state, another state or a foreign country in the profession in which the applicant is seeking registration—per ARS 32-122.
- Per the Arizona Administrative Code R4-30-301, A registrant shall comply with state, municipal, and county laws, codes, ordinances, and regulations pertaining to the registrant's area of practice. Therefore, the following landscape plan submittals shall be sealed by an Arizona Registered Landscape Architect per R4-30-304. Use of Seals.

Plan review correction cycles and/or approvals are valid for 1 year (12 months). Additional review fees (see Fee Schedule – Phoenix City Code, Chapter 9, Appendix A.2) shall be charged for extensions/reinstatements to update expired plan reviews.

A completed checklist must be attached to the Hillside, Inventory/Salvage Plan when submitted for first review or the plans will be rejected at pre-log. The following Certification Statement must be signed by the Registered Landscape Architect stating that all applicable requirements on this checklist have been met. Please complete and return this checklist and the plan mark-ups with your next submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.

CERTIFICATION

I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.

Landscape Architect's Name: _____

Landscape Architect's Signature: _____ Date: _____

Please complete and return this checklist and the submitted plans with your next submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

The Landscape Architect (**LA**) of record must fill out all boxes in the first column as either (Addressed) or N/A (Not Applicable).

Landscape plan reviewer (**RVW**) shall check the second column as (Required) when requirements have not been properly addressed.

REQUIRED SUBMITTALS

LA **RVW**

- Plan sheets shall be 24" X 36"; submit three (3) sets of Hillside, Inventory/Salvage plans, one (1) copy of the Hillside/Grading and Drainage plan (if applicable), one (1) copy of the approved preliminary Site Plan for major projects or one (1) copy of the first review site plan mark-up for minor projects (if applicable) and a completed and signed Hillside, Inventory/Salvage Plan Checklist.

Note: If submitting through the Electronic Plan Review system (Current Process) or SHAPE PHX (Future Process), multiple copies of submittal documents are not required.

GENERAL REQUIREMENTS

LA **RVW**

- Base sheets shall be aerial photos, topographic surveys, or modified Hillside/Grading and Drainage Plans with all existing features and plant materials accurately located.
- Show Preliminary Hillside/Grading and Drainage information including, floodplain/floodway limits, existing contours, existing washes, proposed site grading, flow arrows, retention areas, etc.
- Orientation of each plan sheet shall be shown by a north arrow (up or to the right) and a scale of the drawing in the lower right-hand corner. Provide a graphic and written scale. Please do not exceed 50 scale. The orientation of the Inventory/Salvage Plan must match the Hillside/Grading and Drainage Plan.
- Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm.
- The size of lettering and symbols shall be 1/8 inch (12 pt.) minimum.
- Each sheet shall be numbered consecutively with total number of sheets in the lower right-hand corner.
- Show all streets, alleys and easements. Streets shall be identified by name. Dimension and label all Right-Of-Way (ROW) and easements. The ten percent (10%) average slope line must show on all plans.
- When submitting plans in color, the plans and information must be conveyed without the use of color coding since the plans will be scanned in black and white.

COVER SHEET REQUIREMENTS

LA RVW

- Provide a project title block with a name and address of the project.
- Provide a vicinity map and sheet layout, properly oriented with north up or to the right. Include street names for nearest intersection, with route of travel to site.
- Provide the Owner/Developer's name, address, telephone number, and email address.
- Provide the Landscape Architect's name, address, telephone number, and email address.
- Provide an estimated salvage/replacement cost for remain-in-place and salvageable plants.
- Provide the following information in the lower right-hand corner of each sheet:
 - o Consecutive numbers and total number of sheets
 - o Hillside Preservation, H # _____
 - o The appropriate processing numbers including:
 - o KIVA #: _____
 - o ENVR #: _____
 - o LSIN/LSIS #: _____
 - o City Quarter Section #: _____
- Provide an Approval Signature Block in the lower right-hand corner of the cover sheet as shown below with information filled in as follows:

| | | | | |
|--|-----------------------|-----------------------|-------|---|
| _____ | | | _____ | |
| Inventory/Salvage Plan Approval, City Of Phoenix | | | Date | |
| Totals & Percentages | Quantity Trees | Quantity Cacti | | Acres of area being evaluated for usable material |
| Remain/Protect in Place | | | | Total number of plants inventoried on-site |
| Salvage | | | | |
| Destroy | | | | |

General notes generated by the sealant and placed on the plans are not approved as part of this plan and are to be noted as "Not approved by the City as a part of the permit plan set".

CITY NOTES FOR HILLSIDE, INVENTORY/SALVAGE PLAN

NOTE: PLACE THE FOLLOWING CITY NOTES FROM THIS CHECKLIST ON THE COVER SHEET UNDER THE TITLE: 'CITY OF PHOENIX GENERAL INVENTORY/SALVAGE NOTES'

LA RVW

- The City of Phoenix General Notes are the only notes approved on this plan. Additional general notes generated by the sealant and placed on the plans are not approved as part of this plan and are noted as such on the plans.
- The Design on these plans is only approved by the City in scope and not in detail. Construction quantities on these plans are not verified by the City. Approval of these plans are for permit purposes only and shall not prevent the City from requiring correction of errors in the plans where such errors are subsequently found to be in violation of any law, ordinance, health, safety, or other design issues.
- Plant materials must be individually tagged in the field at the time the Hillside, 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.
- 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.

LA RVW

- All salvageable material is to be clearly flagged with tape or plastic tags visible from all directions. Tags shall be numbered to correspond with the plant inventory plan and legend.
Color code as follows:
 - Red – Salvage and relocate.
 - White – Preserve and protect in place.
 - Blue – Destroy, not salvageable and cannot remain in place.

- All protective fencing shall be in place before any earth moving equipment is moved onto the site and before any salvage, clearing or grubbing takes place. Call 602- 262-7811 to schedule an inspection of the construction fence.**

- All ROW plant material shall be in compliance with the Department of Water Resources Low Water Use Plant List. https://www.azwater.gov/sites/default/files/media/PhoenixAMA_4MP_LWUPL.pdf

- Contact the Street Transportation Department Horticulturist, at 602-534-9898, prior to the re-location or removal of existing plant material in the A.D.O.T. ROW that is on the City's side of the sound wall. Obtain written permission from the Street Transportation Department prior to the re-location or removal of any plant material or equipment. All existing trees and shrubs in ROW designated to remain but are damaged or destroyed will be replaced in like size and kind material by the contractor.

- No nails, wires or other objects that damage the cambium or cause injury to the tree may be used during the salvage process. All efforts shall be taken by using padding or other methods to preserve the integrity of the bark.

- File Notice of Intent (NOI) to clear land with the State of Arizona, 602-542-6408. Provide a copy of the [NOI Permit](#) to the inspector.

- Provide a copy of the County Dust Control Permit to the inspector.

- All tagged materials must remain in nursery or on-site until nursery check is approved.

- Plan approval is valid for 1 year (12 months). Prior to plan approval expiration, all associated permits shall be purchased or the plans shall be resubmitted for extension of plan approval. The expiration, extension, and reinstatement of Inventory/Salvage Combination plans and permits shall follow the same guidelines as those indicated in the Phoenix Building Construction Code Administrative Provisions Section 105.3 for Building permits.

- (IF APPLICABLE) **A Salvage permit shall be obtained and completed prior to the Grading and Drainage permit being issued. No clearing or grubbing may occur prior to the purchase of the Salvage Permit, field approval of the construction fence, and all salvaged plants placed in the nursery and field inspected.**

- (IF APPLICABLE) **All material to be salvaged shall be removed and placed in the designated nursery area within the allowed disturbance area before any clearing or grading takes place. Call 602-262-7811 to schedule an inspection after salvage is completed.**

PLAN SHEET REQUIREMENTS

INVENTORY

NOTE: ALL MATURE PLANTS, NATIVE AND NON-NATIVE, REQUIRE INVENTORY.

LA RVW

- Show location of construction fencing protecting plants and areas to remain undisturbed and label as such. The construction fence locations should match on all plans.
 - The construction fence should be at the canopy edge or beyond to protect as much root zone as possible.
 - The construction fence can be around individual plants or groups of plants.
- Plant inventory should extend ten feet (10') beyond the limit of work (construction fence) defined on the Hillside/Grading and Drainage Plan. Any plants outside the overall construction fence should be protected in place. Indicate the location of all underground and overhead utility lines.
- Provide the following information for trees four inch (4") caliper or larger and **native** cacti three feet (3') or higher AND/OR **non-native** cacti six feet (6') in height or higher within ten feet (10') of the scope of work area. (Zoning Ordinance (ZO) Section 507 Tab A.II.A.1.1.1. and ZO Section 507 Tab A.II.A.3.1.1):
 - Symbol representing plant material and label with ID number
 - Exact location
 - Height, spread, and caliper
 - Botanical and common names
 - Note plant condition
 - Inventory designation: salvageable (S) or non-salvageable (NS)
 - Intended designation: remain/protect in place (R or P), salvage (S), or destroy (D)
- Plants that are designated as non-salvageable that will not be affected by construction should remain in place and should be shown as remain in place on the plan.
- Indicate all trees and plant material to be removed and note the reason for removal; list why the plant will not survive the salvage process and/or why the plant cannot remain in place. Identify features and plant material to be preserved in place. Examples of unacceptable reasons for non-salvage designations are:
 - Species is not in the future plant palette
 - Owner does not want the existing plants
 - Cost
 - Volunteer (regardless of where a plant came from, if it meets the sizes described above, it should be included)
- Provide photos of plant material to be destroyed showing the condition causing the plant to be non-salvageable.
- Identify features such as washes or rock formations that are to be preserved in place. Dimension these areas on the base sheet. See ZO Section 507 Tab A.2.2.1.

SALVAGE (IF APPLICABLE)

LA RVW

- Trees and protected plant material or material noted for salvage that are destroyed or die during the salvage, relocation, or maintenance period will be replaced with a plant of equal or greater size and type by the responsible party a minimum of 90 days before the completion of the project. No Certificates of Occupancy will be issued before all required material has been replaced. All replacement material shall be approved by the Planning & Development Landscape Architect. A maximum of 10% of the salvageable plant material will not be required to be replaced if lost.
- No salvage material shall be removed from the site without Planning & Development Landscape Architect approval.
- Knowingly or negligently providing false or misleading information to the City of Phoenix regarding salvageable materials may result in delays and/or suspension of permits and inspections.**
- Areas proposed for preservation are to be identified as tracts, conservation easements, and/or undisturbed areas.
- The location of the salvaged plant nursery, temporary irrigation, etc. should not be located in undisturbed areas. The nursery should be located within the disturbance limits outlined by the construction fence.
 - Temporary Irrigation: Temporary irrigation for the areas OUTSIDE the approved disturbance areas for revegetation/restoration areas, is to be provided to all supplemented plants and cacti for a minimum of 2 years to establish these plantings. Following the 2-year establishment period, the irrigation frequency may be slowly tapered back to wean the revegetation plantings from the supplemental irrigation provided for establishment. Provide locations, specifications and details for both permanent and temporary systems on the plans.
- Show the location of the salvaged plant nursery and the following information:
 - Temporary irrigation system including verified point of connection
 - Fencing and signage
 - Size of yard and layout
- Salvaged cacti do not require supplemental irrigation in the temporary salvage nursery during the on-site storage/construction period (hand water is required). However, if any cacti are lost during construction, they must be replaced in like kind and size. Maintain the same solar orientation of the salvaged cacti in the temporary salvage nursery and when replanted. Provide a strategy (by season) for all other salvaged plant material(s) in the temporary salvage nursery that are to be automatically drip irrigated during the on-site storage/construction.
- If there is an existing irrigation system within the scope of work shown on the salvage plan, identify how the existing plant materials that are to remain in place will be watered during construction.
- Identify the time of year the salvage process will occur with a note on the plan. NOTE: Different plant species have different times of year that are optimal for salvaging. The majority of the plants located in Phoenix have a greater chance of survival when salvaged during mild weather conditions.
- If the project is phased, indicate and label phase lines on a key map and on plan sheets. Phasing must match the phasing of the Site Plan and the Hillside/Grading & Drainage Plan. Each phase requires a separate Approval Signature Block. All phases must be a “stand-a-lone” phase – meaning they must be able to be permitted and completed and function by themselves. Plans for future phases shall be resubmitted for a full review, prior to construction of each new phase(s). Provide a new signature/date line for the new phase(s).

SEASONAL SALVAGE PROCESS

NOTE: DIFFERENT PLANT SPECIES HAVE DIFFERENT TIMES OF YEAR THAT ARE OPTIMAL FOR SALVAGING. THE MAJORITY OF THE PLANTS LOCATED IN PHOENIX HAVE A GREATER CHANCE OF SURVIVAL WHEN SALVAGED DURING MILD WEATHER CONDITIONS.

LA RVW

- Identify the time of year the salvage process will occur with a note on the plan.
- Add the following note on the plan with name, date and signature prior to submittal:

I, _____, understand that winter salvage operations of Sonoran plant
Developer/ Developer Representative
material have an increased potential for loss of plant material (low survivability rate). I also understand that the City of Phoenix only allows a ten percent loss during the salvage process. Any additional loss of plant materials (beyond the allowed ten percent) must be replaced with like kind and like sized plant materials.

Signature _____

PLANS FOR REVISION (OPTIONAL)

LA RVW

- All original plan approvals, signatures, and seals are to remain on the revised plans.
- All plans revised after the original approval shall be resubmitted for review and approval. The nature of the revisions must be called out on the cover sheet and on the sheet(s) which have been revised. The revision number itself shall consist of a numeral within a triangle. Δ changes on each plan sheet shall be highlighted with "clouding".
- All revised sheets, including the cover sheet are to be re-sealed, signed and dated.
- New approval signature block is required to be added to the cover sheet for approval of the revisions. Match the original signature block and revise the information as necessary (refer to signature block on page 2 of this checklist).
- Add the following processing number to all revised sheets:
 - RVSN #: _____

EXTENSIONS (OPTIONAL)

LA RVW

- All plans submitted for extension require a new signature block and are to be re-signed by the submitting designer. Plan extensions are to be highlighted with "clouding" as specified in the plan revision process above. The plan sealant shall note that this change is a plan extension. A new approval signature block is required to be added to the coversheet for approval of the extension. All plan extensions must have prior approval by completing the [Plan Review Extension Application](#). Provide a copy of the approved application with the plan submittal.
- Plan approvals for extension are valid for a period of 180 days from the date of plan review extension/ approval.