



KIVA #: _____ Project Name: _____

Reviewed By: _____ Phone: _____ Date: _____

Landscape Architect: _____ Phone: _____

This checklist is to be used only for projects that have been previously developed, have less than 50 trees/plant material on site (native or non-native), or prior authorization from P&D Staff. The Landscape Plan is a separate submittal from the Inventory/Salvage Combination Plan.

The Landscape, Inventory/Salvage Combination Plan identifies and/or designates areas proposed for preservation; remain in place, salvage, or removal. Existing plant material that is salvageable should be temporarily re-located in a protected nursery area and later incorporated back into the project. Other features or plant materials may need to be protected in place and the project designed to incorporate them. This plan shall be a contractual document suitable for bid purposes. This plan must be approved before a site plan will be finalized.

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

The purpose of this checklist is to offer comments on plan design for Landscape, Inventory/Salvage. The source of the Landscape, Inventory/Salvage Combination Plan design is City of Phoenix Zoning Ordinance Chapter 5.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for Landscape, Inventory/Salvage Combination. Plan approval and issuing permits depend on compliance with the comments made on the check prints 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 180 days. 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 Landscape, Inventory/Salvage plans when submitted for first review. The following Certification Statement must be signed by the Landscape Architect stating that all applicable requirements on this checklist have been met:

This publication can be made available in alternate formats (Braille, large print, or digital media) upon request. Contact Planning & Development at (602) 262-7811 voice or (602) 534-5500 TTY.

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 check prints 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 (Not Applicable).

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

REQUIRED SUBMITTALS

DES RVW

- Plan sheets shall be 24" X 36"; submit three (3) sets of Landscape, Inventory/Salvage plans, one (1) copy of the 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 Landscape, Combination 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

DES RVW

- Base sheets shall be aerial photos, topographic surveys, or modified Grading and Drainage plans with all existing features and plant materials accurately located.
- Show preliminary 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 scales.
- 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 and easements.
- 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

DES 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.

- Provide the Owner/Developer's name, address, telephone number, and e-mail address.
- Provide the Landscape Architect's name, address, telephone number, and e-mail 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 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 LANDSCAPE 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'

DES 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.
- 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.
- 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.
- 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.
- 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. R.O.W. 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.

- 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.**
- 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 construction fence.**
- All material to be salvaged shall be removed and placed in the designated nursery area before any clearing or grading takes place. Call 602-262-7811 to schedule an inspection after salvage is completed.**
- All tagged materials must remain in nursery or on-site until nursery check is approved.
- 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.
- 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.
- All requirements of the State of Arizona, including the "Notice of Intent to Clear Land," shall be met notwithstanding any approvals by the City of Phoenix.
- 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. <https://agriculture.az.gov/sites/default/files/2023.02%20-%20NP%20>
- Provide a copy of the County Dust Control Permit to the inspector.
- 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.**
- 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.

PLAN SHEET REQUIREMENTS

INVENTORY

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

DES RVW

- Provide the following information for all trees four-inch (4") caliper or larger and cacti three feet (3') or higher in height for **native plants**, per Zoning Ordinance 507 Tab A.II.A.1.1.1. And provide the following information for all trees four-inch (4") caliper or larger and cacti six feet (6') in height or higher for **non-native plants**, 507 Tab A.II.A.3.1.1:
 - Symbol (circle) representing plant material and label with ID number

- Exact location
 - Height, spread, and caliper size
 - 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)
- Plant inventory should include the scope of work plus 10' beyond (this 10' requirement may be waived at the discretion of the Planning & Development Landscape Architect.). The limit of work should match the Site Plan and G&D Plan. Any plants outside the scope of work should be protected in place with a construction fence located at the limit of work. Plants on adjacent properties must remain in place and should be protected from construction.
- Identify features such as washes or rock formations that are to be preserved in place. See Zoning Ordinance 507 Tab A.2.2.1. Dimension these areas on the base sheet.

CONSERVATION

DES RVW

- Show location of construction fencing protecting areas to remain undisturbed and label as such.
- A construction fence should be located at the limit of work.
 - A construction fence should be at the canopy edge or beyond to protect as much root zone as possible for plants that will remain in place and are within the construction fence/scope of work.
 - The construction fence can be around individual plants or groups of plants.
- Provide a construction fence detail. (Minimum fence requirement is two (2) strands of gold rope on 6' T-Bar posts. Posts are to be placed 30 feet on center and at all angle points).

SALVAGE

DES RVW

- 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.
- 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
- If there is an existing irrigation system within the scope of work, show it on the salvage plan, identify how the existing plant materials that are to remain in place will be watered during construction.
- Provide a list of the salvaged and protected in place plants from the approved Landscape, Inventory/Salvage plan to your landscape architect for utilization in the Landscape Plan.

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.

DES 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)

DES 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).

EXTENSIONS (OPTIONAL)

DES 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. The Plan Review Extension Application can be found at the following site:
<https://www.phoenix.gov/pdd/development/permits/plan-review-and-permit-extensions>. 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.