



The following identifies the different types of Inventory, Salvage, and Landscape plan submittal options. It also explains some general information that is important in determining which type of plan needs to be submitted. Please note that the Site Plan, Grading and Drainage (G&D) Plan (if G&D is required), and Landscape Plans must match (including the scope of work). For more information and checklists, please visit phoenix.gov/pdd (click on “Topics A to Z”).

- Plant inventory should include the scope of work plus 10’ beyond (this 10’ requirement may be waived by city staff). The limit of work must match the Site, G&D, and Landscape plans. Any plants outside the scope of work should be protected in place with a construction fence located at the limit of work. If the scope or work is along property lines, plants on adjacent properties must remain in place and must be protected from construction with a construction fence at the property line.
- Plants that are eligible for Inventory and Salvage include:
 - Native Plants: All trees four inches (4”) in caliper and larger
All cacti three feet (3’) and taller
 - Non-Native Plants: All trees four inches (4”) in caliper and larger
- Per Arizona Revised Statutes (A.R.S.) §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 A.R.S. §32-122.
- Per the Arizona Administrative Code (AAC) 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 AAC R4-30-304, Use of Seals.

PLAN SUBMITTAL OPTIONS:

- 1. Separate Inventory Plan and Separate Salvage Plan:**
Over 50 existing plants within the scope of work plus 10 feet beyond. The Inventory Plan is submitted first followed by the Salvage Plan. These are two separate reviews and must be completed prior to submitting the Landscape Plan. Follow the “Inventory Plan” Checklist and the “Salvage and Conservation Plan” Checklist.
- 2. Combination Inventory/Salvage Plan:**
11 - 50 existing plants within the scope of work plus 10 feet beyond. This is a separate review and must be completed prior to submitting the Landscape Plan. Follow the “Combination Inventory/Salvage Plan” Checklist.
- 3. Combination Inventory/Salvage Plan Sheet included in the Landscape Plan Set:**
10 or less existing plants and over 20 new trees within the scope of work plus 10 feet beyond. A Combination Inventory/Salvage Plan sheet can be included in the Landscape Plan set. Follow the “Combination Inventory/Salvage Plan” Checklist.

If the information is minimal enough to show on the Landscape Planting Plan sheet without being too crowded, the Combination Inventory/Salvage information can be shown on the Landscape Planting Plan sheet.

4. Separate Landscape Plan:

Existing plants (meeting the size criteria above) located within the scope of work limits plus 10 feet beyond will be reviewed per Option 1, 2, or 3 listed above.

All proposed new plants and required irrigation per Zoning Ordinance and Stipulation requirements shall be a separate plan review submittal with separate fees. Follow the “Landscape Plan” Checklist.

All proposed new plants and required irrigation per Zoning Ordinance and Stipulation requirements shall be a separate plan review submittal with separate fees. Follow the “Landscape Plan” Checklist.

EXCEPTION: Incidental Landscape Work

Landscape plans shall be signed, dated, and sealed by an Arizona Registered Landscape Architect (Civil Professional Engineer or Architect accepted if the landscape is incidental to the work).

Per A.R.S. §32-143 Exceptions: An architect, engineer, or landscape architect registered under this chapter may engage in practice in another category regulated pursuant to this chapter only to the extent that the person is qualified. Plan submittals NOT meeting the two criteria above may be rejected or require a subsequent submittal sealed by an Arizona Registered Landscape Architect. Qualifications for sealing Incidental Landscape Work plans must be submitted with the plan submittal as supplemental information. **Note:** if the extent of the work may be necessary and incidental to the work of the registrant's profession on a specific project and there is a total of 20 or fewer proposed trees and plants (inclusive of the exist. trees (4 max.), shrubs, cacti, succulents, and groundcovers), and required irrigation per Zoning Ordinance and stipulation requirements is the extent of the proposed landscape scope of work, and the Arizona registrant possesses other landscape industry certifications that “qualifies” the required knowledge and experience to provide sustainable landscape and irrigation design services for the Phoenix, Arizona area). **This exception does not apply to public works projects.**