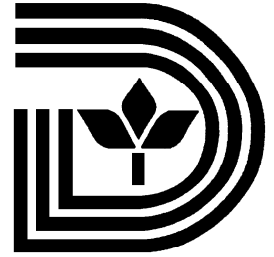


LANDSCAPE PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR LANDSCAPE PERMIT

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days will result in your application being denied and returned to you. A new application, the original application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as a new application and will be processed in order of receipt. Landscape Plans are required when landscape requirements and tree mitigation, is triggered in association with a building permit, or as required by a planned development district of SUP. Generally a building permit or a foundation permit will act as a landscape permit. Complete landscape plans are required, when triggered, in order to get a building permit or foundation permit. Tree removal and mitigation not in association with a building permit or foundation only permit must be addressed with a tree removal permit.

OTHER REQUIREMENTS OR SPECIAL PROVISIONS

- (1) Any person may prepare the landscape plan or tree survey.
 - (2) A copy of the landscape and tree preservation regulations and landscape checklist detailing the landscape required will be made available upon request.
1. Completed permit application
 2. Two (2) copies of a site plan, drawn to scale (minimum scale 1":20' or c" - 1') to include, if applicable:
 - Date and names, addresses and telephone numbers of each property owner and the person who prepared the plan
 - North point, project name, street address, lot and block description and vicinity map
 - Entire legally platted lot area with dimensions
 - Zoning classification of the lot and surrounding lots
 - Number and location of required off-street parking and loading spaces for the project

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature _____

Date _____

LANDSCAPE PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR LANDSCAPE PERMIT Page 2

- Footprint (outline) of structures showing placement on the property and front, side and rear yard setbacks, and other areas to be developed, improved or paved
- Visibility triangles
- Flood plain limits, escarpment zones, geologically similar areas and drainage features
- Location and size of existing and proposed streets, alleys, utility easements, driveways and sidewalks
- Locations of plant materials
- Complete description of plant materials shown on the plan including names (common and scientific), quantities, container or caliper sizes at installation, heights and spacing
- Location and dimensions of proposed landscape buffer strips, description of landscape materials used in the buffer strip
- Location, height and description of proposed screening and fencing (berms to be delineated by one foot contours) to be provided near off street parking and loading areas
- Location of required site, street and parking lot trees
- Size, location, material used for enhanced or permeable paving
- Size, location, description of areas such as plazas, covered walkways, fountains, lakes and ponds, seating areas and outdoor recreation areas
- Description of proposed watering method
- Show curbs, wheel stops or other permanent barriers used in the protection of landscape areas
- Size, details on any areas to be preserved as under story preservation
- Detail on soil area if planters are to be used
- Detail the mandatory provisions and design standards used on the plan
- Tree inventory: show the location diameter and name of all protected trees on the lot. All trees on the lot that are 2 inches in caliper or greater may be shown to document use as a site, street or parking lot trees.
- Indication of which protected trees will be removed and mitigated and how existing trees to remain will be protected
- Detail of the number of inches of protected trees to be removed and the species, size and quantities of trees to be used as replacement trees

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature _____

Date _____