



# Landscape Permit Submittal Requirements

The following items must be provided in order to properly apply for a landscape permit. Plans and application will not be reviewed if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

## How to Apply

1. Gather all documents as required by the submittal packet
2. Save all documents in PDF format per the [Electronic Plan Requirements](#)
3. Visit [MyBuildingPermit.com](http://MyBuildingPermit.com) to apply

## I. Application Checklist

The checklist below is an overview of the City’s submittal requirements for all written documentation. For a comprehensive list of requirements, please review the remainder of this guide. Permit applications missing one or more items listed are considered incomplete and will delay the permit review process.

✓	Item
<b>Supporting Documents</b>	
	<b>Plans Set</b> (see below for plan set requirements)
	<b>Land Use Condition List:</b> list all land use conditions and explain how they have been met by this permit or alternatively in which other construction permit they will be satisfied
	<b>Arborist/Tree Report</b> (If applicable)
<b>Intake Fee</b>	
	Plan check fee deposit required at time of submittal. <b>Cash or check only.</b> (other permit fees will apply – see Permit Technician for more information) Based on project valuation.

## II. Plan Set Format Requirements

All drawings submitted shall conform to the following requirements:

- a. **Sheet size:** 24"x36" (preferred) or 30"x42"
- b. **Volumes:** Maximum of 120 sheets per volume. Each volume must have its own cover page and index
- c. **Title Block:** Locate on right hand margin and provide:
  - Project name
  - Drawing title and drawing number
  - Revision block
  - Project address
  - Name and address of firm or contact responsible for the drawing
  - Washington State registered landscape architect, certified nurseryman, or certified landscaper stamp and signature
- d. **Scale:** Unless site size dictates a different scale, site drawings: 1’=20’
- e. **Details:** All construction and structural details **must** be cross referenced and included in the full size plan set. Do not submit details in a separate document packet.
- f. **North Arrow:** All plan sheets must include a north arrow

### III. Required Component Index (see section IV for specific requirements)

- Cover Sheet
- Landscape Site Plan
- Irrigation Plan
- Tree Retention Plan (if applicable)

### IV. Plan Set Components

The information described under the drawing titles is a minimum requirement for building permit submittal. All plans must be printed in the same orientation that the structure(s) will be built. We do not accept plans that are reflected or mirrored images. This includes site plans, floor plans, elevation and structural drawings.

#### 1. Cover Sheet

- a. **Vicinity Map**
- b. **Space for approval stamps**
  - Provide a 6" x 6" blank area on the cover sheet in the lower right hand corner of the page to the left of the title block
- c. **Sheet Index**
- d. **Site data Summary**
  - I. Parcel number
  - II. Legal property description
  - III. Gross site area
  - IV. Developable site area
  - V. Applicable code
  - VI. Zoning
  - VII. Permitted land use
  - VIII. Proposed land use
  - IX. Required amount of landscaping
  - X. Proposed amount of landscaping
  - XI. Required setback
  - XII. Landscape type
- e. **List any deferred submittals**

#### 2. Landscape Site Plans

- a. **Property lines:** Clearly show the location of the property boundaries.
- b. **Setbacks** to property lines, including between buildings, architectural features and retaining walls. Also, clearly indicate Critical lands and associated buffers.
- c. **Easements:** Show the location for all existing and proposed utility, open space, drainage, native growth protection and access easements, and accurately dimension. Show all Tracts.
- d. **Aboveground utilities:** Show the locations of detention vaults, power vaults, fire hydrants, gutter, overhead wires, electrical equipment pads, lights, poles, signs, mechanical equipment, etc. in relation to plantings
- e. **Underground utilities:** Show the locations of utility lines (water, sewer, fire), water meters, and backflow prevention devices
- f. **Site distance:** Show sight distance triangles and potential sight obstructions for all driveways, corners, and street intersections
- g. **Streets and alleys:** Show location, name or number of all streets and alleys adjacent to the site. Show any off-site easements or private streets that provide access from the site to a public road.

## Landscape Permit Submittal Requirements

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- h. **Existing and proposed structure:** Show location of all existing and proposed buildings and structures on the site
- i. **Pedestrian circulation:** Show the layout of all internal walkways and connection to public sidewalks, trails and/or right-of-ways. Provide details and enlargement of pedestrian areas, including handicapped ramps
- j. **Parking and circulation:** Locate all entry drives and on-site loading areas. Show the proposed layout of all parking stalls and aisles.
- k. **Spot and topography elevations:** For sites with slopes greater than 10%, show existing and proposed contours at 2' intervals. For sites with slopes greater than 10%, show existing and proposed contours at 2' intervals. Indicate portions of sites with slopes greater than 15%. Locate temporary and permanent benchmarks
- l. **Existing vegetation:** Locate and label all existing and proposed groundcover, shrubs and trees. Distinguish between deciduous and evergreen trees.
- m. **Plant legend:**
  - Symbol/Icon (vegetation should be shown at 85% maturity)
  - List all plants (both botanical name and common name)
  - Spacing
  - Quantity
  - Size (container or caliper at installation)
  - Mature size (height and spread)
- n. **Indicate** all plazas, patios, courtyards, and play areas.
- o. **Site furniture:** Show the locations of benches, bike racks, bollards, flagpoles, mailboxes, play structures, traffic signs, waste containers, etc.
- p. **Landscape structures:** Show locations of arbors, trellises, monuments, etc. (structural calculations are required for structures over 6' tall)
- q. **Enclosures:** Show the location, length, and width of dumpsters, trash enclosures, and outdoor storage areas
- r. **Walls, rockeries and fences:** Indicate location, length and height. Provide section and elevation details for new construction. Indicate utility crossings
- s. **Signage:** Show location, design, and dimensions of all wayfinding and trail signs.
- t. Show typical sections of all sidewalks, paths and trails.

### 3. Irrigation Plan

An Irrigation Plan clearly identifies a system which will be used to control amounts of water for watering plants. The following information is provided to assist consulting certified irrigation designer, or other qualified irrigation designer in knowing what the City is requiring to effectively complete the review. Additional guidelines may be required depending of the applicable code.

- a. Show the location and size of separate water meters for the landscape
- b. Show the location, type and size of all required components of the irrigation system, including point(s) of connection, master control valve, automatic controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, backflow prevention devices and pressure reducing valves
- c. Indicate static water pressure at the point of connection to the public water supply
- d. Identify flow rate (gallons per minute), application rate (inches per hour) and design operating pressure (pounds per square inch) for each station
- e. Provide irrigation water budget and estimated water use calculations
- f. Identify applicable code

#### 4. Tree Retention Plan

- a. **Property lines:** Clearly show the location of the property boundaries.
- b. **Easements:** Show the location for all existing and proposed utility, open space, drainage, native growth protection and access easements, and accurately dimension. Show all Tracts
- c. **Tree location:** Clearly identify all significant trees (6" diameter measured at 4.5' above grade) currently on or immediately abutting the site. Trees to be removed shall be indicated by an "X"
- d. Tree density calculations
- e. Identify drip lines of any trees that overhang or overlap a construction line
- f. Show locations of future buildings
- g. Identify applicable code

#### 5. Arborist/Tree Report

An arborist report is a written document that identifies species, size, and conditions of trees. This report will identify site conditions, tree protection measures, and provide recommendations. The following information is provided to assist consulting arborists foresters, etc... in knowing what the City is requiring at a minimum to effectively complete the review. Additional information may be required depending on scope of work. An Arborist Report is not required for all projects. Please contact a Planner to determine if one is needed.

- a. Cover Sheet
- b. Identify the project boundaries and acreage of the site
- c. Tree inventory
  - Tree Exhibit - showing the location of all existing trees
  - Species
  - Size
- d. Identification (both botanical name and common name)
- e. Assessment
  - Root protection zone
  - Tree health
  - Tree Condition
  - Dripline
  - Limits of disturbance
  - Recommendation
- f. Maintenance specification