



**Town of Monument
Planning Department**

**Final Landscape Plan Checklist (to be included with all Site Plan submittals, including
Planned Development Site Plans)**

Name of Project: _____ **Project No.:** _____

**The following checklist must be returned with the application to the Planning Department.
Any waivers must be requested prior to submittal.**

All landscape plans shall contain the following information (per Town Code Section 17.52):
(Note: Per Colorado State Statute, all landscape plans must be prepared by a licensed
Landscape Architect).

Submittal Items

Applicant (initial each item submitted).

Town Staff

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| _____ | 1. The number of 24"X36" sized drawings and 11"X17" sized drawings is determined at the time of the pre-application conference and is based on the number of referral agencies the plans will be sent to. An addressed envelope, <u>unsealed</u> , with a copy of the project plans, narrative, and application inserted is required for each referral agency along with file copies. | _____ |
| _____ | 2. Name of owner, developer, and consultants with contact information. | _____ |
| _____ | 3. Topographic contours at an interval of no greater than two feet and spot elevations from the final grading plan, which shall identify landscaping areas needing slope protection, berms, swales, and/or ditches. | _____ |
| _____ | 4. North arrow, appropriate scale, and date of preparation, with a table for revisions. | _____ |
| _____ | 5. Location, type, quantity, and size of existing plant material (trees, shrubs, sod, and ground cover plantings), and general description and location of inert ground cover (rocks, mulch, etc). | _____ |
| _____ | 6. Location, type, size and quantity of proposed plants and other materials. Common and botanical names shall be identified adjacent to all plant material or by use of key and legend. Size of mature landscaping shall also be included, as well as size at time | _____ |

of planting, spacing of perimeter trees, etc., to meet Code Section 17.52.040 criteria.

- _____ 7. Location, type, and schematic plan of irrigation system showing mains and connection to water service. The plan must include an installed irrigation system.
- _____ 8. Location, size, description of surface materials and color of all structures, features, and parking areas.
- _____ 9. Illumination elements including the size, location, and type of any proposed lighting. Any lighting must also be shown on the site plan and conform to Town Code Section 17.48.100.
- _____ 10. Connections with existing pedestrian or bicycle paths and drainage systems.
- _____ 11. Landscape certification statement (per Town Code Section 17.52.030.E.10). See attached.
- _____ 12. A combination of the following plant materials are used: trees, shrubs, vines, ground cover, flowers, or sod.
- _____ 13. A minimum of 10% of the site is landscaped. Calculations are provided to show conformance.
- _____ 14. Plant materials were selected from the list in the Town's Landscape Guidelines or documentation of hardiness/survivability in Monument is provided.
- _____ 15. Natural features such as rock, stone, bark or structural features, including, but not limited to, stamped concrete, pavers, etc., or any other inert material (such as decorative walls, retaining walls, and planter boxes). Provide documentation with percentages and area of inert materials.
- _____ 16. In areas adjacent to a different land use (i.e. commercial adjacent to residential), the development is screened from adjacent lower intensity land use by utilizing plant materials, artificial structures, berms, or combinations thereof.
- _____ 17. The new development connects with existing pedestrian or bicycle pathways and drainage systems. The development also integrates with existing development to maintain a sense of continuity.
- _____ 18. A minimum of one tree per nine parking stalls is provided. A screen is provided between the parking area and the roadway, which is composed of plant materials, artificial structures, berms, or combinations thereof.
- _____ 19. Adequate provisions have been made for snow removal or snow

