



CITY OF PUYALLUP

Development & Permitting Services

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Landscape Plan Requirements

No permit or license for new construction, including the physical expansion of an existing building or parking lot, or for moving a building shall be issued unless a landscape plan for such improvement has been approved by the planning director. **This provision does not apply to single-family and multiple-family developments with four or less units.**

Landscape plans for all projects involving new structures of 10,000 square feet or greater or 20,000 square feet or greater of affected site area shall be prepared by a professional landscape architect licensed in this state, unless this requirement is expressly waived by the community development director. For smaller projects, the community development director shall have the authority to require that a landscape plan prepared under Puyallup Municipal Code (PMC) 20.58.010 by a professional landscape architect licensed in this state. Such requirement for professional design shall be made early in the development process and such action shall be based upon the following criteria:

- a. The proposed project will likely create adverse visual impacts and substantial landscape mitigation is required under SEPA;
- b. The proposed project is situated on a major arterial, entrance to the city or in a similar geographic setting where the landscape design would significantly influence the city's visual character;
- c. The proposed project will affect environmentally sensitive or established residential areas and landscape design will be used to buffer the project's impact on such areas.

Preliminary Landscape Plan

In accordance with the City's Vegetation Management Standards (VMS), Section 6.3, a preliminary landscape plan shall be submitted during the land use permit process, (e.g. preliminary site plan, conditional use permit, preliminary plat) for staff review. A preliminary plan may indicate existing and proposed shrubs and trees as masses rather than showing individual plants. Only general or proposed plant types need to be identified at this time with the exception of those existing trees to be identified as heritage or significant, which must be specifically identified, although a more detailed planting plan will enable more specific comments by staff on placement and selection of plant material. Plant quantities are encouraged but not required on the preliminary plan. Additionally, preliminary plan shall meet the following criteria. (Note: Greater detail than what is outlined here may be required if the project landscaping is a key element for mitigation or satisfying an applicable PMC requirement.)

- A. Drawing scale shall be no greater than 1" = 40' and no smaller than 1" = 20';
- B. Landscape plans shall be submitted on standard sized sheet(s) and contain standard informational labeling such as title block, north arrow, scale, date of submission etc.;
- C. Provide address or location of project, tax assessor's parcel number and name/business name and mailing address for: property owner, developer or applicant, landscape designer and landscape installer;

- D. Show existing and proposed buildings, walks, parking areas, driveways, and other hardscape site elements;
- E. Show property lines, easements, rights-of-ways, existing and proposed streets or alleys, loading and storage areas, designated open space, and recreational amenities;
- F. Identify location and dimensions of any Environmentally Critical Area and the associated buffer;
- G. Show location of all existing and proposed drainage and watering facilities, storm water retention, detention and drainage ponds and swales;
- H. Provide approximate location for existing and general trench depth or height from final grade for new utilities, including overhead or underground power, water, sewer, cable television, telephone or other lines that may impact the aesthetics or vegetation on site;
- I. Define all areas devoted to landscaping clearly showing all existing plant materials to be retained;
- J. Show all areas reserved for future development and proposed use;
- K. Identify proposed and existing physical landscape elements such as fences, walls, all retaining structures with approximate height and light fixtures;
- L. Identify all areas with existing or proposed grades of 15 percent or greater. Sections, elevations or spot elevations of existing and/or proposed contours may be required;
- M. Provide size and location of proposed topographic features within the area to be landscaped such as berms or swales;
- N. Provide a contour plan when requested, for proposed landscape features such as berms or swales which have slopes exceeding 15 percent. Plans will show elevation intervals no greater than two feet for the proposed landscape feature. Additionally, elevation and/or section diagrams with cross section location clearly shown may be required;
- O. Label all areas devoted to turf or lawn and indicate the method of establishment (seed, hydroseed or solid sod).

Final Landscape Plan

Final landscape plans shall be consistent with, and incorporate any comments made by staff during the preliminary landscape plan review. Final plans which are normally submitted with final permit applications will include all information required by the preliminary landscape plan section above. Final landscape plans are submitted during the civil permitting stage of the construction permitting process, unless no civil permits are required in which case final landscape plans shall be reviewed and approved along with any building permits. The final landscape plan shall be included with the final civil construction permit drawings when final drawings are submitted for city record keeping. Final landscape plan shall meet the following criteria per the City's VMS, Section 6.4:

- A. Identify all proposed plants to be installed. Plants should be clearly labeled and linked to a plant schedule that includes: common name, botanical name, quantity, installation size, planting method/condition, and other information necessary to describe the plant material;
- B. Provide location and extent for all inert ground covers such as stone, landscape paving, and all non-living organic ground covers including bark or mulch;
- C. Identify all civil utilities overlaid on the proposed landscape plan, fire hydrants, fire department connections, check valves, light poles, street signs, ornamental fountains, trash receptacles, bollards, gates, drinking fountains, pools, benches or other landscape furnishings;

- D. Show all existing and proposed landscape watering facilities. Depending on the site and complexity of the facilities, this may include an 'as built' plan;
- E. Indicate all provisions for handicapped parking and access ramps into buildings;
- F. Include appropriate details to illustrate fine, complex or special construction requirements for landscape elements;
- G. Show details for tree staking when applicable and consistent with VMS appendix 20.4 for all landscaping (public and private);
- H. Include cross-section details showing typical tree and shrub installation. Identify procedures for inspecting nursery stock, including corrective practices needed prior to installation (e.g. correcting circling roots, removing dead branches, inspecting/correcting branch architecture for defects, etc). If needed, show planting methods and spacing for: bare root, container-grown, ground cover or any material requiring special or unusual installation; (See Appendix 20.13 of Vegetation Management Standards for an example of a landscape plan with plant schedule and details)
- I. Identify all soil resources on site currently and analyze their potential re-use onsite. Identify all soil resources to be used and estimated soil volumes to meet the soil depth and quantity requirements stipulated by VMS Section 8.2 and type IV landscaping treatment; provide details of soil source and composition. Identify if soil will be imported or if on-site soils will be retained and amended.