



Economic & Community Development Department
 101 W. 8th Street
 Glenwood Springs, CO 81601
 (970) 384-6411

Complete Plan Set: Preliminary Landscaping Plan

The Preliminary Landscaping Plan must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

General Plan Items (to be included on all sheets)				
Applicant			City Staff	
Yes	N/A		Yes	N/A
Formatting Requirements:				
		All drawings shall be submitted in both hard copy and electronic (PDF) formats.		
		Sheet sizes shall be a minimum of 11" x 17" and a maximum of 24" x 36" with a ½" border in landscape orientation.		
		Symbols and line types shall comply with industry drafting standards and shall graphically distinguish between existing and proposed items.		
		Text shall be no less than 0.1 inch in height.		
General Information to be included on all sheets:				
		Name of subdivision or address; section, township, range; city, county and state.		
		Page number (i.e. 1 of x, 2 of x, etc.)		
		Title block.		
		North arrow and indication of standardized scale, both fractional and bar. All plans shall be submitted in the same scale. Scale shall not be less than 1/8" = 1 foot.		
		Date of preparation.		
		Contact information for professional preparing plans including email address.		
		Name, address, email, and telephone number of owner and applicant.		

Preliminary Landscaping Plan				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Depict existing and proposed topography, existing physical features including geological formations, watercourses and water bodies; existing streets, trails, sidewalks, parking areas, and other circulation areas; existing and proposed utility easements; electric transformers and mechanical units; existing and proposed buildings and structures; existing and proposed trash collection areas; existing and proposed light poles; and existing and proposed retaining walls noting top and bottom of wall elevations.		
		Show and label all parking areas and parking spaces. Depict parking landscape areas.		
		Show and label limits of disturbance.		
		Identify all existing trees and shrubs intended for preservation. Provide caliper sizes for all trees.		
		Provide locations for all proposed landscaping. Utilize different graphic symbols to represent the different plantings.		

		Provide a plant schedule. Specify Latin and common names, quantity, and container size.		
		Depict and label sight triangles at all street and driveway/street intersections.		
		Include a chart identifying the total amount of landscape area expressed in square feet and a percentage of the total lot area; parking lot landscaping noting square footage of landscaped area and as a percentage of the parking area, number of trees, shrubs, perennials.		