



CITY OF GRAPEVINE

Landscape Plan Checklist

The following is a partial listing of requirements for landscape plan applications as found in Grapevine's development regulations and policies. A completed checklist must be submitted with each application. Applicants must indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of the application and/or delay of concept plan approval.

Section 1 - Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blueline or color copies will be accepted.
- Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Offsite information and onsite existing conditions may be screened for clarity.
- Provide a key sheet as the first page if the plan is on multiple pages.
- Permissible scale for plan is engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plan. The title block shall contain: plan type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Provide the appropriate Signature/Approval [block](#) above the Title block. (available online)
- Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.
- State purpose of request (e.g., "The purpose of this Landscape Plan is _____.")
- Provide a site data summary [table](#) (available online).
- Provide the City of Grapevine general landscape [notes](#) (available online).

Section 2 - Site Information *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- Show current and proposed property boundaries/lot lines. Label approximated boundary distances.
- If development is to be phased on site, show phases and sequencing of development.
- Provide details for all entry features, sign structures, walls, fences, and pavements not addressed and referenced to City of Grapevine standards.

- Show and label graphically which are required and provided trees and shrubs in the landscape yards and buffer areas. If applicable, distinguish existing and mitigation trees.
- Show and label required and provided area for interior parking lot landscape.
- Show and label graphically which are required and provided trees for interior parking lot landscape. If applicable, distinguish existing and mitigation trees.
- Show and label required and provided open space and trees for residential projects.
- Show and label landscape plants with common name and size (caliper or container) or provide adequate legend.
- Provide landscape plant list indicating common and scientific name, plant spacing, size specifications.
- Provide root barrier details as required.
- Show current and proposed property boundaries/lot lines. Label distances and bearings or curve data as appropriate.
- Show and label proposed topography at one-foot contours. Spot elevations may be used but cannot substitute for contours.
- Show and label existing and proposed buildings.
- If proposed lot is adjacent to or contains 100-year developed floodplain, label each building's minimum finish floor elevation
- Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Shade fire lanes with a ten percent stipple pattern. Dimension pavement widths, R.O.W., and/or easement widths, and label pavement construction (e.g., asphalt, concrete, etc.).
- Show, label, and dimension visibility triangles and corner clips at driveways and intersections.
- Show existing and proposed water utilities and associated easements. Dimension easement widths. Label line sizes. Dimension easement widths. Label line sizes. Show and label water meters and provide identification symbols. Show and label valves, Fire Department connections, fire hydrants, detector check vaults, and other associated structures
- Provide water meter schedule. Schedule should contain meter symbol identification, meter type (domestic or irrigation), meter size, quantity of meters, note if existing or proposed meters and note associated sanitary sewer size (or "not applicable" if for irrigation meter). Do not include Fire Department services
- Show existing and proposed sanitary sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label cleanouts, manholes, and other associated structures.
- Show existing and proposed storm sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label culverts, inlets, junction boxes, and other associated structures. S
- Show and label floodway and drainage easements.
- Show and label structural and nonstructural storm water controls/best management practices.
- Show and label type and height of screening walls and retaining walls.

Section 3 - R.O.W., Street Design, and Access Information Continued

(check if provided; indicate NA if not applicable)

- Show public, semi-private, and private streets. Show and dimension approximate R.O.W. and/or easement widths. Label as existing or proposed.
- Show and dimension median openings. Label as existing or proposed. Dimension approximate distances between median openings and distances to nearest offsite median openings
- Show and label existing topography at 5-foot contours referenced to sea-level datum.
- Show and dimension sidewalks and barrier-free ramps. Label as existing or proposed.

Section 4 - Adjacent Property Information *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following:

- Label zoning and land use for each lot and parcel.

Section 5 - Other *(check if provided; indicate NA if not applicable)*

Indicate compliance with the following ordinances and guidelines:

- Historic Preservation Guidelines
- Transit District Overlay (TDO)
- Multifamily District Design Guidelines