



Staff Use Only

\$250
Intake Date: _____

**Land Use Application
Landscaping Plan**

Owner Name: _____ Telephone: _____ Email: _____

Address: _____

Applicant Name: _____ Telephone: _____ Email: _____

Address: _____

Property Address: _____

Project Name: _____ Acres: _____ Zoning: _____

All Site Plans shall comply with the requirements of Chapter 19.47 of the City of Evans Municipal Code and all applicable regulations and standards in the municipal code.

SUBMITTAL CHECKLIST

The following items are needed for a complete submittal and staff review of a Landscaping Plan Application. There may be additional documents necessary for full approval.

Applicant Initial as Submitted	Submittal Requirements	City Staff Initial as Complete
	Is this part of an overall site plan project? ___Yes ___No	
	Site Plan Fee Paid (\$155)	
	Additional Escrow Necessary? __Yes Amount \$_____ ___No	
	Cover letter explaining landscaping in general	
	An electronic copy of all submitted documents	
Supportive Information in narrative form (cover letter):		
	Full landscaping plan, meeting City code:	
	A. Existing and proposed features. The approximate location and character of the following existing and proposed features and improvements: <ol style="list-style-type: none"> 1. Buildings and signs 2. Landscaping 3. Mature trees and other existing vegetation, labeled "to be removed" or "to remain" 4. Floodplains, wetlands, drainage ways and detention areas 5. Overhead and underground utilities, including manholes 6. Oil and gas facilities, if any 7. Property lines and easements 8. Other features or improvements which may affect the location of proposed streets, structures, and landscaping 	

	B. A list of all proposed plant and landscape material including species, size, and quantity and labeled on the plan. C. Scale, date, and north arrow D. Name and/or address of the project E. Name and mailing address of the owner/developer F. Signature of the owner/developer	
	Irrigation plan included	
	Mature tree preservation, or approved removal and replacement, indicated	
	Non potable water? ___ Yes ___ No	
	Oil and gas facilities screened	
	Services areas indicated and screened	
	Required number of trees and shrubs met	
	Minimum species diversity met	
	Size of plantings met	
	Stormwater detention landscaping shown	
	Site distance met	
	Parking lot landscaping meets requirements	
	Bufferyards meet requirements	
	Other:	

I certify that to the best of my knowledge this Landscaping Plan Application meets all of the criteria listed above and all the appropriate documentation has been submitted as requested:

Owner Signature

Date

Applicant Signature

Date

For City Staff Use Only

Date Submitted: _____

Date Reviewed: _____ Reviewer Name: _____

Corrections Needed? ___ Yes ___ No

Date Returned as Incomplete to Applicant and Owner: _____

Date Accepted as Complete: _____

Date mylars submitted to City for signature: _____

Formal comments will be found in the L:drive under Community Development/Landscaping Review/ (name of application)