



<b><u>STAFF ONLY</u></b>
Permit No. _____
Revision No. _____
Date _____

**Landscape Plan**  
**(LP – 1)**

*Instructions: All Landscape Plan submissions shall contain the following information. Any submission brought to the Permit Application Center with missing or incomplete plans may be rejected and not reviewed until all necessary information has been provided. It should be noted that not all items contained below would necessarily be required for every project.*

*Consultant shall place one of the following marks (as appropriate) on each line.  
(County reviewer shall verify each mark.)*

- N/A - not applicable
- ✓ - provided

*Note: The Department provides the following checklist to assist the design professional in developing a complete Landscape Plan set – in an attempt to obtain as expeditious a review as possible. All final Landscape Plans submitted for review are to include a copy of the checklist(s) signed by a registered design professional in responsible charge of the firm. Submittals made that do not include the checklist(s) will be returned without review, comments, or approval. Compliance with the checklist; however, in no way is meant to relieve the design professional of responsibility for project design.*

1. Cover Letter or Response Letter
  - A. Separate 8 ½ x 11-inch cover letter that highlights the proposed landscape features or responds (item by item) to a previous OPZ comment letter. This letter also serves as the opportunity to clearly articulate any proposed justification statements and mitigation proposals.
  
2. Cover Sheet (note: a separate cover sheet will be required when the landscape plan consists of two or more sheets.)
  - A. Title Block
    - Name of project or subdivision,
    - Subdivision name and section,
    - Title of drawing,
    - Site address,
    - Election district,
    - Anne Arundel County project and/or permit number(s), tax map, block, and parcel numbers and account numbers,
    - Consultant company name, mailing address, email address, phone number, and fax number,
    - Owner’s name, mailing address, email address, phone number, and fax number,
    - Scale,
    - Date,

- All revision dates,
- Designer's initials,
- Drafter's initials,
- Checker's initials,
- Consultant's seal / signature block,
- County's approval seal / signature block,
- Page number as it relates to the total number of pages within the set of drawings.

B. Vicinity Map (minimum 4" x 4")

- Vicinity map shall be located in the upper right hand corner,
- Vicinity map shall be oriented with north to the top,
- Scale is shown (generally: 2000' = 1")
- State and county roads are shown,
- Site is shown, shaded and labeled,
- North arrow is shown.

C. Key Plan (if necessary)

- Location of site as it relates to all adjacent sites,
- Proposed improvements on site,
- All existing features (structures and their uses, roads, natural features, etc.) on site and all adjacent sites with complete labeling,
- Scale shall be 1-inch to 200 feet (or smaller scale as approved by OPZ staff),
- North arrow.

D. Construction Details

- For major deciduous tree, minor deciduous tree, evergreen tree, shrub, perennial, and groundcover installation as well as for all proposed hardscape landscape features,
- Complete notes and dimensions,
- Location keys on plan as necessary.

E. Plant Schedule

- Plant symbol,
- Quantity,
- Botanical name,
- Common name,
- Size at time of installation,
- Root type,
- Spacing,
- Any special remarks regarding form, branching height, installation instructions, etc.

3. Plan Sheets

- A. Existing and proposed grades,
- B. Zoning of site and of all adjacent sites,
- C. General location and uses of all existing improvements (buildings, sheds, sidewalks, vehicular pavement, etc.) on the site and on all adjacent parcels,
- D. General location, type, size, and quality of existing vegetation to be saved – including specimen trees as defined by the Forest Conservation Regulations,
- E. Methods and details for protecting existing vegetation during construction. (Matching construction details for the protective fencing to be utilized must be shown on both the landscape plan and the grading plan as well as a matching graphic indication of where it will be field located),

- F. Location and description of all landscape improvements – including plants, fences, walls, berms, walkways, etc.,
- G. All site constraints including (but not limited to) buildings, easements, overhead wires, utilities, lamp posts, fire hydrants, signs, sidewalks, street trees, sight distances, and other pertinent site constraints – both existing and proposed,
- H. Interior green space and planting calculations,
- I. Individual parking spaces within each parking bay, and
- J. Loading and storage areas, trash dumpsters, and all other proposed improvements.

4. Cost Estimate

- A. Separate 8 ½ x 11-inch sheet(s) indicating the itemized cost of each proposed plant species (see itemized cost of plants in landscape manual) and hardscape improvement – with a subtotal for each item and a grand total for the site.

***Applicant's Certification***

*I, the undersigned, hereby certify that the attached Landscape Plan submittal includes all items required by the Anne Arundel County Code, the Landscape Manual, and this checklist. I understand that if any of the items required are found to be missing from the submittal, the permit plan will not be acceptable for review and will be returned as incomplete. My client is aware of this criterion and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item, which I feel, is not required and therefore has not been included in this submittal package.*

Design Professional's Signature \_\_\_\_\_

Date \_\_\_\_\_

***NOTE: DESIGN PROFESSIONAL MUST SIGN AND DATE THIS CHECKLIST***

Reviewer's Signature \_\_\_\_\_

Date \_\_\_\_\_