



Planning & Development Department Five Plaza Drive, Woodridge, IL Phone (630) 719-4711 Fax (630) 719-4906
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Village of Woodridge

APPLICATION FOR PRELIMINARY PLAN AND PLAT FOR A PLANNED UNIT DEVELOPMENT

NAME OF PROJECT: _____

NAME OF APPLICANT(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

NAME OF PROPERTY OWNER(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

NAME OF ATTORNEY OR AGENT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

NAME OF ENGINEER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION: _____

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: _____

LEGAL DESCRIPTION: Attach legal description typed on separate 8.5 x 11" page(s).

AREA OF SUBJECT PROPERTY IN ACRES: _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

PROPOSED USE OF SUBJECT PROPERTY: _____

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: _____

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant preliminary planned unit development plan and plat approval for the site development as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

Signature of Property Owner(s): _____ Date: _____



**REQUIREMENTS FOR APPLYING FOR
PRELIMINARY PLAN AND PLAT
FOR A PLANNED UNIT DEVELOPMENT**

APPLICATION

This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the property owner or owner’s authorized agent. The application consists of the form on the first page of this packet and a series of checklists detailing the required submittal items pertaining to **preliminary plans and plats of planned unit developments**. The original application and checklists, along with **nine (9) copies**, shall be submitted with the necessary plans. **All plan sets must be folded and grouped** prior to submittal. For more details on any of the requirements summarized here, please refer to the applicable sections of the Village Codes, especially Chapter 14 of the Zoning Ordinance.

CHECKLISTS

The following checklists have two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing “NA” if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that plan review will not commence until the Planning and Development Department receives a **complete** application containing all required items.

Appl Staff

APPLICATION FEE

The applicant must submit an application fee in the form of a check, cashier's check, or money order made payable to the **Village of Woodridge**, for preliminary plan and plat review in the following amount, based upon the acreage of the Subject Realty:

<i>Acreage of Subject Realty</i>	<i>Application Fee</i>
Less than 2 acres	\$750.00
2-10 acres	\$1,000.00
More than 10 to 25 acres	\$1,500.00
More than 25 acres	\$2,000.00

APPLICATION

The applicant must submit an original complete application and checklist, along with nine (9) copies, for a total of **ten (10) application** sets.

FOUR REVIEW LIMITATION

Four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant’s request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application being reviewed by the Plan Commission, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.



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REIMBURSEMENT OF FEES AGREEMENT

The applicant will also be responsible for paying any and all costs associated with the review of the proposal by legal, engineering, planning or other consultants retained by the Village, together with any costs related to public hearings, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses. In order to ensure payment, the applicant must file an original, executed Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Section 3-1A-3A of the Village Code. The agreement must be submitted with an original signature.

PROOF OF OWNERSHIP

In order to prove that the owner consents to the application for zoning relief, one of the following must be submitted:

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required.

If the owner or applicant is a Trust, a disclosure of all beneficiaries must be submitted.

If the owner or applicant is a Partnership, a disclosure of all partners must be submitted.

If the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%) must be submitted.

LEGAL DESCRIPTION

A legal description of the Subject Realty, i.e. the exact parcel of land for which the zoning relief is sought, must be submitted in both print and digital formats. The print version must be typed on 8½" by 11" paper (if necessary, more than one sheet may be used). The digital version must be submitted as a Word document on a floppy or compact disk. All legal descriptions must include the permanent index number(s) assigned to the Subject Realty and the common address(es) of the Subject Realty.

LIST OF PROPERTY OWNERS WITHIN 250 FEET

State Statute and Village ordinance requires that all owners of property located with 250 feet (exclusive of public rights-of-way) must be notified in writing of zoning public hearings. The applicant must supply the list of adjoining property owners by researching said information, for the most recent tax year available, from the Township Assessor or the County Treasurer or Supervisor of Assessments. This list can also be obtained, for a fee, from a title insurance company. By either method, the applicant must complete the attached affidavit, certifying that the information is complete and accurate.

The applicant will be required to notify the adjoining property owners of the public hearing date and time at least 15 days before the Plan Commission hearing date is to take place. Once the date for the Public Hearing has been set, staff will notify the applicant of the date as well as provide the applicant with a copy of the notice, cover letter, and mailing instructions. Green Return Receipt cards and white Certified Mail slips must be returned to staff no later than the Planning Commission Hearing.



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PLAT OF SURVEY

The applicant shall submit **ten (10) copies** of a current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor. **Plats shall be folded** so as not to exceed 9” by 12” in folded size.

PRELIMINARY PLAN AND PLAT

A preliminary plan and plat shall be prepared at a scale of one inch equals one hundred feet (1" = 100') and shall show such designations as proposed streets and utilities, all proposed building locations and the proposed use of said buildings, common open space, recreation facilities, parking areas, service areas, and other facilities to indicate the character of the proposed development. The submission may be composed of one or more sheets and drawings and shall include the information listed on the attached checklist.

Ten (10) copies of the preliminary plan and plat must be submitted with the initial application for staff review. See Section 9-14-5B of the Village Zoning Ordinance for detailed requirements. **Plats shall be folded** so as not to exceed 9” by 12” in folded size.

OBJECTIVES OF DEVELOPMENT

Provide **ten (10) copies** of a statement of planning objectives to be achieved by the planned unit development. This statement should include a description of the character of the proposed development and the rationale behind the assumptions and choices of the developer (Section 9-14-5B2).

CHARACTER OF DEVELOPMENT

Provide **ten (10) copies** of an explanation character of the planned unit development and the manner in which it has been planned to take advantage of the flexibility of the PUD regulations (Section 9-14-5B3).

OWNERSHIP

Submit a statement of present and proposed ownership of all land within the project, including present tract designation according to official records in the office of the County Recorder of Deeds (Sec. 9-14-5B4).

PHASING SCHEDULE (if applied for)

Submit a schedule consisting of the following elements:

- a. Configuration of each phase with emphasis on the area, density, uses and public facilities or required improvements to be developed within each phase. Design of each phase shall be shown on the plan, plat and through supporting graphic material.
- b. The sequence in which phases will be developed.
- c. The time within which any such phase will be submitted for final plan and plat approval.
- d. The time within which building permit applications will be submitted and construction will be commenced with respect to each phase.
- e. The time within which each phase will be completed.
- f. The sequence and timing of construction of all public or other required on-site and/or off-site improvements.
- g. Provisions for the maintenance and landscaping of any phases prior to the submission of final plans and plats with respect thereto.

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COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS

Ten (10) copies of proposed covenants, conditions restrictions and easements which will provide for the perpetual use, maintenance and conformity of the planned unit development in accordance with the approved planned unit development documents and the Zoning Ordinance of the Village. If none are planned, a statement to this effect should be included.

DENSITY

In a residential project, provide **ten (10) copies** of a description of the density of residential uses to be provided, the type and number of dwelling units, the number and height of buildings by type and the number of bedrooms in each dwelling unit and building (Sec. 9-14-5B8 of the Zoning Ordinance).

NON-RESIDENTIAL USES

Provide information on the type and amount of ancillary and nonresidential uses, including the amount of open space (Sec. 9-14-5B9 of the Zoning Ordinance).

SERVICE FACILITIES

Submit **ten (10) copies** of a description of all service facilities (including loading docks and trash collection facilities) and off-street parking facilities to be provided (Sec. 9-14-5B10 of the Zoning Ordinance).

ARCHITECTURAL PLANS

Preliminary architectural plans (**ten (10) copies**) for all primary buildings shall be submitted in sufficient detail to permit an understanding of the architectural style of the development, the exterior appearance of the proposed buildings, and the number, size and type of dwelling units. Also, provide total floor area of each building type and the total ground coverage of each building (Sec. 9-14-5B11 of the Zoning Ordinance). **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

TREE PRESERVATION PLAN

All development and landscape plans must address and comply with the Tree Preservation Ordinance adopted by the Village Board. (See Sec. 9-13-14 of the Zoning Regulations for more information.) **Ten (10) sets of tree preservation plans** shall be submitted with the initial application to show that the development plans adequately comply with the Tree Preservation Ordinance. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.



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PRELIMINARY LANDSCAPE PLAN

All development and landscape plans must comply with the landscape and screening requirements as set forth in the Zoning Regulations, including the Tree Preservation Ordinance as noted above. (See Sec. 9-13, 9-11-8, and 9-15-2C of the Zoning Ordinance for more information.) **Ten (10) sets** of preliminary landscape plans shall be submitted with the initial application to show that the development plans adequately comply with the landscape, screening and tree preservation and replacement regulations. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

PRELIMINARY ENGINEERING PLANS

Ten (10) sets of preliminary plans or information shall be submitted with the initial application to show that the development can be serviced with: roads, sanitary sewers, storm drainage, water supply system, lighting program, sidewalks, parks and cycle trails. See the Subdivision Code or the Village Engineer for more information. The submission may be composed of one or more sheets and drawings and shall include the information listed on the attached checklist. **Plans shall be folded** so as not to exceed 9” by 12” in folded size.

SCHOOL IMPACT STUDY

Provide **ten (10) copies** of information on the student load and financial impact on the local school districts, including expected scheduling of potential students (See Section 9-14-S B 14 of the Zoning Ordinance).

TAX IMPACT STUDY

Provide **ten (10) copies** of information on the taxes to be generated by the proposed project and the cost to the various taxing bodies to provide the necessary services to the project (See Section 9-14-S B 15 of the Zoning Ordinance).

TRAFFIC ANALYSIS

A traffic study (**ten (10) copies**) shall be prepared and provided by the applicant indicating expected traffic to be generated by the development and describing the improvements suggested to assure adequate ingress and egress and internal vehicular circulation (Sec. 9-14-5B16 of the Zoning Ordinance).

MARKET STUDY

Provide **ten (10) copies** of economic feasibility study of the proposed development, including information on land utilization, and marketing potential. Evidence should be presented showing the need and feasibility of the proposed development (See Section 9-14-S B 17 of the Zoning Ordinance).



REVIEW BY OTHER AGENCIES

Appl Staff

Kane-DuPage Soil and Water Conservation District - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a *Land Use Opinion with the Kane-DuPage Soil and Water Conservation District*. In these instances, proof of such an application filed with the *Kane-DuPage Soil and Water Conservation District* must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

Will/South Cook County Soil and Water Conservation District - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a *Land Use Opinion with the County Soil and Water Conservation District*. In these instances, proof of such an application filed with the *Will/South Cook County Soil and Water Conservation District* must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

Endangered Species Consultation - (Application attached)

Rezoning requests for lands currently zoned as agricultural or other "open space" designation to one that would allow development shall be submitted for review. Approval of planned unit developments, special use permits, and preliminary and final subdivision plats are subject to this review process. The applicant shall file an application for an *Endangered Species Consultation Agency Action Report with the Illinois Department of Conservation*. The applicant should list the *Village of Woodridge* as agency name, and *Five Plaza Drive, Woodridge, IL 60517* as the address. Also list the Village planner working on the case as the contact person on the application form so a copy of the response is returned to the Village. When such an application to the *Illinois Department of Conservation* is required, proof of a submitted application must be provided to the Village.

Highway Department

If the project involves a new access or a change to an existing access on a State highway (such as Route 53, Joliet Road) or a County highway (such as 75th Street, Hobson Road, Lemont Road, Boughton Road, Woodward Avenue (between 83rd Street and Boughton Road)), a highway permit is required from the appropriate agency. When such an application to the *DuPage County Highway Department or the Illinois Department of Transportation* is required, proof of a submitted application must be provided to the Village.

Wetlands Permit

If the proposed development involves construction, dredging or regulatory wetland area, the applicant must file an application for a *Joint Regulatory Review Wetlands Permit with the U.S. Army Corps of Engineers*. The applicant may be required to submit additional studies and proposed mitigation efforts in order to receive a permit. When such an application to the *U.S. Army Corps of Engineers* is required, proof of a submitted application must be provided to the Village.



PRELIMINARY PLAN AND PLAT CHECKLIST

A preliminary plan and plat shall be prepared at a scale of not less than one inch equals one hundred feet (1" = 100') and shall show such designations as proposed streets, all proposed building locations and the proposed use of said buildings, common open space, recreation facilities, parking areas, service areas, and other facilities to indicate the character of the proposed development. The submission may be composed of one or more sheets and drawings and shall include the information listed below.

Ten (10) copies of the preliminary plan and plat must be submitted with the initial application. See Section 9-14-5B1 of the Village Zoning Ordinance for detailed requirements.

1. Name of proposed project _____

2. Developer or owner of site

Name _____

Address _____

Phone _____ Fax _____

3. Person or firm preparing the plan

Name _____

Address _____

Phone _____ Fax _____

(All Section references are to the Subdivision Ordinance)

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4. Accurate boundary lines (Sec. 9-14-5B1a)

5. Existing and proposed easements: location, width, purpose (Sec. 9-14-5B1b)

6. Streets on and adjacent to the tract: Name and right-of-way width, existing or proposed center line elevations, gradients, pavement type, walks, curbs, gutters, culverts, etc. (Sec. 9-14-5B1c)

7. Location, size and invert elevations of utilities on and adjacent to site (Sec. 9-14-5B1d)

8. Ground elevation contour lines (minimum one foot contours for slopes less than 1/2% or minimum 2 foot contours for slopes greater than 1/2%) and spot elevations (Sec. 9-14-5B1e)



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|-----|--------------------------|--------------------------|--|
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Location of any significant natural features and subsurface conditions (Sec. 9-14-5B1f,-g) |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Existing zoning classification of site and adjacent property (Sec. 9-14-5B1i) |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Proposed public improvements and lands: highways or other major improvements planned by public authorities for future construction on or near the proposed development. (Sec. 9-14-5B1j) |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Open Space: All parcels of land intended to be dedicated for public use or common use, with purpose indicated. (Sec. 9-14-5B1k) |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Map data: name of development, name of site planner, north point, scale, date of preparation and revision, plan identification number, and acreage of site. (Sec. 9-14-5B1m) |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Location, size, shape, height, and use of existing and proposed structures (Sec. 9-14-5B1l) |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Location and description of existing and proposed streets, sidewalks, and fences (Sec. 9-14-5B1c and d) |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Building/use setback lines, including distance between buildings (Sec. 9-14-6E,-F) |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Location of any 100 Year recurrence internal floodplain and floodway boundaries (DuPage County Countywide Stormwater and Flood Plain Ordinance) |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Location and classification of any wetland areas as delineated in the National Wetlands Inventory (DuPage County Countywide Stormwater and Flood Plain Ordinance) |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required screening, if applicable (Chapter 13 of the Zoning Ordinance) |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Location, height and sign surface area of proposed ground signs (Chapter 11 of the Zoning Ordinance) |



PRELIMINARY ENGINEERING PLANS CHECKLIST

Ten (10) sets of preliminary plans or information shall be submitted with the initial application to show that the development can be serviced. (See the Subdivision Code or the Village Engineer for more information.)

1. Name of proposed project _____

2. Person or firm preparing the plan

Name _____

Address _____

Phone _____ Fax _____

3.

Appl	Staff
<input type="checkbox"/>	<input type="checkbox"/>

 Roads, including classification, right-of-way width, pavement width, and typical construction details

4.

<input type="checkbox"/>	<input type="checkbox"/>
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 Show geometric data required for accurate layout of the site

5.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

 Grading plans showing paving design, all storm sewers, and detention/retention facilities (including detention/retention calculations)

6.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

 Utility plans showing all storm sewers, sanitary sewers, watermains, and appropriate appurtenant structures

7.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

 Exterior lighting plans showing location of proposed lighting fixtures, including photometrics

8.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

 Typical construction details and specifications

9.

<input type="checkbox"/>	<input type="checkbox"/>
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 Sidewalks, parks and cycle trails



TREE PRESERVATION PLAN CHECKLIST

Ten (10) sets of tree preservation plan shall be submitted with the initial application adequate to show that the plans comply with the Tree Preservation Ordinance. (See Sec. 9-13-14 of the Zoning Regulations for more information.)

1. Name of proposed project _____

2. Person or firm preparing the plan

Name _____

Address _____

Phone _____ Fax _____

3.

Appl	Staff
<input type="checkbox"/>	<input type="checkbox"/>

 Name, telephone number and address of applicant, property owner, developer and builder

4.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

 Current plat of survey

5.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

 Delineation of the buildings, structures, or paved surfaces situated on the site and/or contemplated to be built thereon

6.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

 Delineation of all areas to be graded and limits of land disturbance

7.

<input type="checkbox"/>	<input type="checkbox"/>
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 A list noting the size, species, and condition of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, that lie within the area to be platted or on the parcel proposed to be developed

8.

<input type="checkbox"/>	<input type="checkbox"/>
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 A map showing the locations of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, each of which shall be keyed to the tree list

9.

<input type="checkbox"/>	<input type="checkbox"/>
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 Size, species, condition and location of all existing protected trees, as defined in Section 9-2-2 of the Zoning Regulations, located on adjacent properties whose trunks are located within twenty feet (20') of the subject property line

10.

<input type="checkbox"/>	<input type="checkbox"/>
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 Identification, in both graphic and tabular form, of all protected trees to be removed

11.

<input type="checkbox"/>	<input type="checkbox"/>
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 Measures proposed to protect existing trees to be retained, both on the subject property and on neighboring properties within twenty feet (20') of the subject property line



12.

Appl	Staff
<input type="checkbox"/>	<input type="checkbox"/>

 Calculations showing how many replacement trees are required based on the “Tree Replacement Schedule” in Section 9-13-14-I of the Zoning Regulations and how many are being proposed
13.

<input type="checkbox"/>	<input type="checkbox"/>
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 Size, species, quantity, and location of all replacement trees proposed to be planted on the property in accordance with the “Tree Replacement Schedule”
14.

<input type="checkbox"/>	<input type="checkbox"/>
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 A current certificate issued by an International Society of Arboriculture certified arborist, a Society of American Foresters certified forester, or Illinois registered landscape architect stating that the tree preservation plan complies with the provisions of Tree Preservation Ordinance (See Sec. 9-13-14 of the Zoning Regulations.)
15.

<input type="checkbox"/>	<input type="checkbox"/>
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 Signature, company, address, and phone number of the person preparing the plan



LANDSCAPE PLAN CHECKLIST

Ten (10) folded copies must be submitted with the initial application. (See Sec. 9-13-14 of the Zoning Regulations for more information on landscape plan requirements.)

1. Name of proposed project _____

2. Person or firm preparing the plan

Name _____

Address _____

Phone _____ Fax _____

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|-----|--------------------------|--------------------------|---|
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Accurate property boundary lines |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Accurate location of proposed structures and other improvements, including paved areas, berms, lights, retention and detention areas, and landscaping |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Date, north point, and scale, both written and graphic |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Plan identification number |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Site area proposed to be landscaped in square feet and as a percentage of the total site area |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Percent of landscaped area provided as per code requirement |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Summary of total points of landscape materials required and total points provided on plan, by yard |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required size, type, and quantity of plant material |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of landscape islands |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Setbacks of proposed impervious surfaces from property lines, street rights-of-way, and private drives |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Planting list including species of all plants, installation size (caliper, height, or spread as appropriate) and quantity of plants by species |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Location of all plant materials, fences, berms, required dumpster/recycling screening and irrigation facilities noted on plan |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed landscaping irrigation systems |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Landscaping of ground signs |