



**OFFICE OF COMMUNITY DEVELOPMENT**  
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[www.leonvalleytexas.gov](http://www.leonvalleytexas.gov)

## **SECTION I. LANDSCAPE PLAN APPLICATION**

### **DEFINITION:**

A component of a development plan on which is shown proposed landscape species/varieties (as well as number, spacing, size at time of planting, and planting details); proposals for protection of existing vegetation during and after construction; proposed treatment of hard and soft surfaces; proposed decorative features; grade changes; buffers and screening devices; and other information that may be required in order that an informed decision can be made by the approving authority. (Also see the definition of LANDSCAPING per Chapter 14, "Zoning Code")

### **PURPOSE:**

To review and ensure that a submitted Landscape Plan is based upon compliance with all applicable City ordinances, resolutions, and policies; and enhances the City's environmental, aesthetic, and economic qualities (see Chapter 14, "Zoning").

### **SUBMITTAL REQUIREMENTS:**

Please note that a Landscape Plan Package (LPP) is required for any new construction and as part of the Specific Use Permit. You may additionally note that proper staff review of this application is dependent upon the accuracy of the information provided. Any inaccurate or incomplete information provided by you or your agent may delay the proper review of your project and/or cause the return of this application.

**LANDSCAPE PLAN PACKAGE** consists of the following or it will be deemed incomplete:

- ❑ Two (2) copies of the completed Landscape Application. Please note that one (1) copy should be the original.
- ❑ Two (2) folded 24"X36" blue or black line prints of the actual Landscape Plan. The Plan shall include items listed on the attached Detailed Landscape Plan Requirement Checklist; and
- ❑ One 8 ½" X 11" or 11" X 17" reduced readable print of the proposed Landscape Plan.
- ❑ One digital pdf of the Landscape Application and the actual Landscape Plan.

### **LPP & SUP Approval Process:**

- The LPP is to be submitted along with the Specific Use permit (SUP) application, in correct form, no later than the first Monday of the first working day of the month (or no less than 25 days prior to the Zoning Commission meeting when hearings are scheduled separately for the SUP);
- Interdepartmental staff review is provided to the applicant (a maximum of five (5) working days)\*;
- Resolution of all review comments by applicant and resubmittal of the LPP are due no later than 5:30pm on the Monday of the week preceding the Zoning Commission meeting at which the SUP is considered;
- Zoning Commission review of the Landscape Plan and the public hearing is held the 4<sup>th</sup> Tuesday of the month, where the recommendation of the request is considered; and
- City Council review of the Landscape Plan and public hearing are held the 1<sup>st</sup> Tuesday of the month where the request is either approved or disapproved.

### **LPP: BUILDING PERMIT/CERTIFICATE OF OCCUPANCY APPLICATION**

- The LPP is submitted with the Building Permit or Certificate of Occupancy application;
- Interdepartmental staff review provided to applicant (two days to five days)\*;
- Resolution of all review comments by applicant and resubmittal of LPP (if you are required to amend and resubmit initial plans, resubmittal of two blue/blacklines (and two sets of supporting documents) are required for subsequent review by officials; and
- The Permanent Certificate of Occupancy will be issued when LPP conforms to landscaping regulations. Temporary Certificate of Occupancy permits may be issued prior to compliance with these requirements, but shall NOT exceed 60 days.

\* Each LPP shall be reviewed by the Zoning Administrator or his/her designate, to determine whether or not the Plan complies with the requirements of the Landscape section of the Zoning Ordinance. The Plan must be approved prior to the issuance of a building permit.

### **EXCEPTIONS:**

The requirements of the Landscaping section of the Zoning Code, Section 14.02.501(i)(5), shall NOT apply to the following:

- Areas used for parking or other vehicular uses under, on, or within buildings;
- Parking areas serving single- and two- family residential uses;
- Building and/or occupancy permits for remodeling, as long as front and side exterior walls of the building remain in the same location, to include lease space finish-outs;
- Building and/or occupancy permits for the substantial restoration, within a period of twelve (12) months, of a building which has been damaged by fire, explosion, flood, tornado, riot, act of the public enemy, or accident of any kind; or
- Where a valid Building Permit was issued prior to the effective date of this division, the landscaping requirements in effect at the time of issuance, including all requirements of an applicable Specific Use Permit, shall apply to such permit.

**FEES:**

The City Council may set and require certain Landscape Plan review and inspection fees be paid prior to the City's review of a landscape site plan.

**COMPLAINT:**

Failure to comply with this section shall prevent the issuance of any building permits and/or permanent occupancy permits.

**NOTE:** Copies of the Zoning Ordinance is available online:

<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leonvalleyset>

Office Use Only  
 Case Number: \_\_\_\_\_  
 Staff Initials: \_\_\_\_\_



**LANDSCAPE PLAN REVIEW APPLICATION**

PRINT (In Ink) or TYPE    Type:  SUP (Case # \_\_\_\_\_ )     Bldg. Permit     C of O (# \_\_\_\_\_ )

Name of Applicant: \_\_\_\_\_ Status (check one)     OWNER     AGENT

**CONTACT INFORMATION**

Address: \_\_\_\_\_  
 \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Work: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

Cell: (    ) \_\_\_\_\_

**PROPERTY DESCRIPTION**

Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_

- Current Zoning:     B-2 (retail)     B-3 (commercial)     I-1 (industrial)     B-1 (sm. Business)  
 O-1 (office)     R-1 (single-family)     R-2 (two-family)     R-3 (multi-family)  
 R-3A (multi-family retire.)     R-4 (townhouse)     R-5 (manufactured hm)  
 R-6 (garden hm)

Existing Use of Property (or state "none"): \_\_\_\_\_

Proposed Use and Description: \_\_\_\_\_

Acreage and/or Square Footage: \_\_\_\_\_

Is this:     NEW CONSTRUCTION    or     ADDITION TO EXISTING BLDG.(square footage \_\_\_\_\_)

**APPLICATION CERTIFICATION**

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with in full whether specified herein or not. Approval of the landscape plan does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the property.

\_\_\_\_\_  
 Signature of Applicant/Authorized Agent

\_\_\_\_\_  
 Date

**\*\*\*OFFICE USE ONLY\*\*\***

The landscape Plan has been reviewed and is  APPROVED     DISAPPROVED with the following comments/conditions: \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION II. LANDSCAPE PLAN REQUIREMENTS**

### **MINIMUM STANDARDS AND APPLICABILITY:**

- 1) Regulations shall be a minimum standard, and shall apply to the entire incorporated area of Leon Valley, Texas. A minimum percentage of the total area of the lot upon which development, construction or reconstruction occurs for any use after the effective date of this ordinance shall be devoted to landscaping in accordance with the provisions contained herein.
- 2) This section shall apply to any new development or the expansion of existing development within the city, unless specifically exempted. Split ownership, planning or construction phases, or multiple building permits for a project shall not prevent it from complying with these requirements.
- 3) Projects which are expansions of existing developments shall provide landscaping based upon the ratio of the area of the expansion to the area of the existing development. Projects for which building permits total fifty (50) percent or more of the appraised value of the existing improvements shall comply with all landscaping requirements.
- 4) This section shall become applicable to a lot with improvements when an application is made for a building permit for construction work that:
  - a) Increases the combined floor areas of all buildings on a lot by more than twenty-five (25) percent or 5,000 square feet, whichever is less; or
  - b) Increases the impermeable coverage on a lot by more than 2,000 square feet.
- 5) When this section becomes applicable to a lot, its requirements are binding on all current and subsequent owners of the lot.

### **ALTERNATIVE COMPLIANCE:**

Notwithstanding all of the foregoing provisions of this section, a Landscape Plan which is alternative to strict compliance with the various landscaping requirements of this section may be approved by the zoning administrator if so recommended by the building official. The recommendation shall be based on his findings that such plan is as good or better than a plan in strict compliance with the various landscaping requirements of this section 14.02.501 and meets the provisions of the alternative landscaping and tree preservation sections of this article.

## DETAILED LANDSCAPE PLAN REQUIREMENT CHECKLIST

- two (2) scaled drawings
- sheet size 24"X36"
- title in lower right hand corner of drawing:
- Digital Copy

LANDSCAPE PLAN FOR \_\_\_\_\_

(name of description of use)

(general location of property)

(legal description)

(annotate acreage, and number of lots/units)

- boundary lines, consisting of angles, dimensions and reference to a block corner (intersection)
- north point
- graphic scale
- name, address, phone of current property owner
- name, address, phone of plan preparer
- date of drawing with a place for revision dates

### EXISTING AND PROPOSED SITE FEATURES

#### **General Information:**

- zoning classification of lot and all adjacent properties
- approximate center line of existing water courses
- approximate location of significant drainage features
- existing and proposed easements on or adjacent to lot
- location, dimensions and square footage (sf) size of existing/proposed parking spaces, driveways, and other vehicle areas

#### **Plan & Other Related Materials:**

- location and size of proposed "landscape areas"
- description of proposed plan materials, including location, size, quantity, and type (common and botanical names)
- description of landscaping credit attached (typed document detailing applied landscaping credit)
- designation and description of areas of nonliving ground cover which are not intended as mulches
- street yard areas conforming to the minimum landscaping requirements (required percentage of landscape area according to the use of the property, not necessarily the zone)

#### **Irrigation:**

- description of proposed irrigation method
- system to be installed per current Uniform Plumbing Code
- location of irrigation sprinklers, hose bibs, and water outlets

#### **Streets, highway, etc...**

- location and size of proposed streets and/or alleys
- existing and proposed sidewalks adjacent to the street  
buffering landscape area provided along all dedicated streets/highways (area shall be a minimum of 6-feet from the property line to any vehicular paving and/or building line)
- non-paved right-of-way has landscape area
- right-of way landscaping observes provisions pertaining to traffic and pedestrian safety
- effective buffering from street view is provided to vehicular use areas , parking lots, and vehicles associated with such
- landscaping, excluding grass or ground cover, not located closer than 3-feet from edge of any accessway pavement
- landscape areas adjacent to pavement protected w/concrete curbs or equivalent barriers (concrete car bumpers, railroad ties, continuous border plants, hedge rows)
- triangular areas/corner areas provide unobstructed cross visibility

#### **Trees:**

- location, type, and caliper of existing trees for which tree credits are claimed

- location and species of all existing trees w/8-inch or larger trunk diameters (whether tree remains or is proposed to be moved) located in the street yard areas and parking lots
- description of how the existing trees to be retained will be protected from damage during construction.
- Minimum number of trees placed (dependent on size of the total street yard area)
  - one (1) tree for each 1,500SF of the first 9,000SF of street yard area; OR
  - one (1) tree for each 3,000SF of the portion of street yard area between 9,000SF and 90,000SF; OR
  - one (1) tree for each 6,000SF of the portion of street yard area over 90,000SF

**Other:**

- certification of landscape architect, registered to practice in Texas that plans satisfy applicable sections of Landscaping and the International Building Code, and meet/exceed standards for landscape architectural design and construction
- sprinkler connection, utilities are unobstructed
- information may be required by the City that is reasonable and necessary to determine that the plan meets the requirements of the landscape section of the Zoning Code

**APPLICANT INFORMATION:**

I/WE, \_\_\_\_\_, UNDERSTAND AND HAVE NOTIFIED THE PROPERTY OWNER, \_\_\_\_\_  
 (applicant's name) (owner's name)  
**THAT REQUIRED LANDSCAPING MUST BE MAINTAINED IN A HEALTHY, GROWING CONDITION AT ALL TIMES AND THAT THE OWNER IS RESPONSIBLE FOR REGULAR WEEDING, MOWING, IRRIGATING, FERTILIZING, PRUNING, AND OTHER MAINTENANCE OF ALL PLANTINGS AS NECESSARY. THE OWNER AND I ALSO UNDERSTAND THAT ANY PLANT THAT DOES SHALL BE REPLACED WITH ANOTHER LIVING PLANT. A MINIMUM OF NINETY (90) DAYS SHALL BE ALLOWED TO REPLACE A PLANT; HOWEVER, THE TIME PERIOD MAY BE EXTENDED DUE TO CLIMATIC CONDITIONS, UPON REQUEST. REPLACEMENT PLANTS MUST BE THE SAME SIZE AND SPECIES AS SHOWN ON THE APPROVED LANDSCAPE PLAN OR MUST BE EQUIVALENT IN TERMS OF QUALITY AND SIZE.**

**THE OWNER AND I FURTHER UNDERSTAND THAT ANY DAMAGE TO UTILITY LINES RESULTING FROM THE NEGLIGENCE OF THE PROPERTY OWNER OR HIS AGENT(S) IN THE INSTALLATION AND MAINTENANCE OF REQUIRED LANDSCAPING IN A UTILITY EASEMENT IS THE RESPONSIBILITY OF THE PROPERTY OWNER.**

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 OWNER'S SIGNATURE

\_\_\_\_\_  
 DATE