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In addition, this document does NOT include Appendices D, E, and F.

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CITY OF WESTMINSTER
WESTMINSTER, MARYLAND



LANDSCAPE MANUAL

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**Appendices D, E, and F are not available in this electronic version.*

INTRODUCTION

The Mayor and Common Council of Westminster adopted Ordinance No. 553 which adds new sections to the Subdivision Ordinance of the City of Westminster. Chapter 164 of these sections provides for the adoption of a landscape manual for the City to enhance its environmental and visual character for its citizens' use and enjoyment. The Mayor and Common Council recognize that developers and property owners will expend additional costs for landscaping required by this landscape manual. However, it also recognizes the important value of this highly regarded amenity. It further finds that a landscape manual will preserve and stabilize the City's ecological balance, improve air and water quality, reduce flooding and erosion, and provide protection from climatic conditions.

This manual has been adopted by The Mayor and Common Council of Westminster pursuant to Ordinance No. 553 so that its purposes and objectives can be achieved to the benefit of all of the City's citizens.

It is intended that this manual be used and implemented by landowners, developers, contractors, civil engineers, landscape architects, landscape contractors, urban foresters, natural resource specialists and planners in obtaining appropriate approval from the City in connection with development.

The landscape manual is supplementary to and does not replace the provisions of the Forest Conservation Act as contained in Section 5-1601 of the Natural Resources Article of the Annotated Code of Maryland.

I. PURPOSE

The purpose of this Landscape Manual is to preserve, protect and improve the public health and general welfare by promoting the environmental and public benefits of landscaping. This Landscape Manual provides for the use of landscape elements in an organized manner designed to augment and enhance the City's physical environment and visual character with resulting benefits to its citizens.

In achieving this purpose, the City adopts the following goals and objectives for landscape design:

- (a) to provide varying and attractive landscape elements including deciduous and evergreen planting, earthen berms planted with suitable vegetation and a variety of harmonious shrubs, groundcovers, grasses and perennials.
- (b) to preserve and enhance natural vegetation to the maximum extent feasible, to protect the natural ecosystem and achieve aesthetically pleasing appearances.
- (c) to require new planting which is compatible with the existing vegetation of Westminster and its environs.
- (d) to preserve steep, erodible and wooded slopes and provide suitable planting on artificially graded slopes.
- (e) to design streets and roads, streetscapes and grading to accommodate and respect the natural terrain and vegetation.
- (f) to utilize landscape elements to stabilize soil and prevent erosion, sedimentation and reduce stormwater run-off with its potential damage.
- (g) to utilize elements of landscape design in aiding the removal of pollutants from the air and assist in the generation of oxygen.
- (h) to provide a buffer and screen against noise, pollution and dissimilar uses.
- (i) to provide a haven and shelter for birds and other fauna.
- (j) to provide shade thereby reducing ambient temperature, mitigating heat islands and providing protection from adverse environmental conditions, including sun glare, heat, noise and wind.

II DEFINITIONS

Adjacent Street: Any street whose right-of-way line is contiguous with the property line of the subject parcel, including but not limited to, state, county and city streets.

Berm: An earthen mound formed to shield undesirable views and/or to decrease noise and/or produce a design effect.

Building: Any structure having a roof supported by columns or walls used or intended to be used for the shelter or enclosure of persons, animals or chattels and any cabin or mobile home.

Business or Industrial Park: A development primarily for business and industrial facilities.

Caliper: The diameter of a tree trunk taken as follows:

0-4"	measured 6"above ground
4-12"	measured 12"above ground
over 12"	measured 4'-6"above ground

Canopy: Area defined by the extent of a tree's branches and foliage.

Certificate of Use: A document issued by the proper authority allowing the occupancy and use of a building and certifying that the development has been completed in compliance with all the applicable codes and ordinances.

Commission: The Planning and Zoning Commission of the City of Westminster.

Common Residential Parking Lot: A commonly shared or used area, usually surfaced and improved for the temporary parking of motor vehicles.

Crown Vetch, *Coronilla Varia*: Straggling herb, growing to 2 feet in height. Useful as a stabilizing agent in erosion control, available in seed plugs or hydroseed mix. Requires sowing with a temporary, non-competing grass to allow time for plant maturation and temporary stabilization.

Deciduous Plant: A woody perennial which loses its foliage at the end of each growing season.

Dense Screen: A thick, compact growth of vegetation which provides essentially a year-round opaque screen.

Development Any activity other than normal agricultural activity, which materially affects the existing condition or use of land or structure. This term also includes a subdivision.

Diameter At Breast Height (D.B.H.): The diameter of a tree trunk measured 4 feet, 6 inches above the ground.

Director: The Director of Planning and Public Works of the City of Westminster.

Drip Line: The outer edge of a tree's canopy extended vertically to the ground.

Dwelling, Multiple-Family: A building containing three (3) or more dwelling units separated.

Dwelling, Single-Family Attached: A group of at least three (3) dwelling units separated by fire walls, each having separate ground floor entrances from the outside and with no unit directly above or below another unit.

Dwelling, Single-Family Detached: A building designed or used exclusively for residential purposes by one (1) family or one (1) dwelling unit and not attached to any other dwelling units.

Dwelling, Single-Family Semidetached: A group of two (2) single-family dwelling units which are joined to one another by a common party wall and/or an attached permanent structure, such as a garage, whether or not such dwelling units are located on a single parcel of ground or on adjoining individual lots.

Dwelling Unit: A building or portion thereof arranged or designed for occupancy by not more than one (1) family for living purposes.

Evergreen Plant: A woody perennial which retains its foliage for more than one growing season.

Groundcover: A low perennial with a mature height of 3 inches to 18 inches excluding crown vetch, annuals and turf grasses.

Interior Roadway: Any roadway used for circulation of traffic through a site or development; length is determined by the center line. This term does not include roadways used solely for parking aisles.

Landscape Plan Final: A plan prepared by a registered Landscape Architect which includes all items on the Final Landscape Plan Checklist, Appendix C, or an exception approved by the Director. Such plan is to be submitted to the City for approval.

Landscape Plan Schematic: A plan prepared by a registered Landscape Architect which includes all items on the Schematic Landscape Plan Checklist, Appendix C, or an exception approved by the Director. Such plan is to be submitted to the City for approval.

Landscaping: The addition of trees, plants and other natural and decorative features to land.

Liners: Young trees or shrubs normally planted in rows for nursery production.

Occupancy: Issuance of a Use and Occupancy permit shall be considered occupancy. For a residential development occupancy of 75% will be considered occupancy.

Open Space: Areas designated to be protected from development other than recreational use approved by the City or Homeowners' Association - whichever is designated as Owner.

Parking Lot Area: Paved areas provided for the temporary parking of motor vehicles; area measured from edge of paving or face of curbing if curb is used. Planting areas or islands are not considered in calculating parking lot area, nor are access roads. Aisles for access are included in area calculation.

Planting Area: An area of land designated for trees and/or shrubs and/or groundcovers.

Planting Unit (P.U.): A unit of measure for determining the quantity of plant materials required as follows for single family detached dwellings:

one major deciduous tree (minimum 2" cal.) or,
two minor deciduous trees (minimum 1" cal.).

All other residential dwelling types, industrial and commercial uses:

one major deciduous tree (minimum 2" cal.) or,
two minor deciduous trees (minimum 1" cal.) or,
two evergreens (minimum 5' ht.) or,
five shrubs (minimum 24" ht.) or,
250 square feet of groundcover, perennial flowers and/or ornamental
grasses.

Residential Development: A subdivision of 3 or more lots.

Residential Transition Buffer (R.T.B.): A vegetative area to provide a spatial buffering between an existing residential use and a dissimilar residential and/or non residential use. (i.e., Single-Family Detached v. Multiple-Family Dwelling).

Screening: The use of any vegetative planting, fencing, ornamental walls of masonry, earthen embankment, or a combination of any of these that will effectively block from view any areas from the main travel way or adjoining property. Minimum screening requirements will be as follows:

Screening, Class "A" - One planting unit per 15 linear feet of the area to be screened. Plants shall provide a minimum five foot high year round visual screen at maturity. Minimum height of screen at installation shall be 30 inches.

A five foot high opaque fence or wall may be required in conjunction with, or in lieu of, a planting screen under the Modification to Standards provisions in this manual.

Screening, Class "B" - One planting unit per 15 linear feet of the area to be screened. Plants shall provide a minimum three foot high year round visual screen at maturity.

A three foot high solid fence or wall may be required in conjunction with, or in lieu of, a planting screen under the Modification to Standards provisions in this manual.

Shrub: A low, multi-stemmed woody plant with a mature height of 18 inches to 15 feet.

Steep Slope: Any ground surface equal to or greater than 25 percent slope (4:1).

Street: A private, public or dedicated way, or a public proposed right-of-way, widening or extension of an existing street or public way shown on any plan approved by the Commission. The word "street" shall also mean road, highway, boulevard, avenue, lane, court, or alley.

Street, Collector: A street used primarily to collect traffic from intersecting local streets and carry it to the arterial streets and highways and secondarily to provide access to abutting properties.

Street, Local: A street which carries traffic between collector streets and individual parcels of land. Its primary purpose is to provide access to abutting properties.

Street, Major: A street with signals at important intersections and stop signs on side streets, and which collects and distributes traffic to and from collectors. Also, streets with access-controlled channelized intersections, restricted parking, and which collect and distribute traffic from other major streets.

Subdivision: The division or redivision of any lot, tract or parcel of land into two (2) or more lots, plats, parcels, sites or other divisions of land, whether for immediate or future sale, lease or building development. If a new street is involved, "subdivision" shall mean any division of a tract or parcel of land. The sale or exchange of parcels of land between owners of adjoining properties for the purpose of small adjustments and boundaries shall not be considered a subdivision, provided that additional lots are not thereby created and that the original lots are not reduced below the minimum sizes required by Chapter 164 of the Westminster City Code.

Tree: A woody perennial usually, but not always, characterized by a single trunk with an ultimate height over 15 feet.

Tree Canopy Coverage: The area of ground that lies within the drip line of a major, minor or evergreen tree.

Tree, Evergreen: Plant which retains foliage year-round with ultimate height over 15 feet. Minimum height at planting shall be 5 feet in accordance with American Association of Nurserymen (AAN) standards for Nursery Stock, latest edition.

Tree, Major Deciduous: A tree with a mature height exceeding 40 feet. The minimum caliper at the time of planting shall be 2 inches, in accordance with American Association of Nurserymen (AAN) standards for Nursery Stock, latest edition.

Tree, Minor Deciduous: A tree with a mature height of 15 to 40 feet. The minimum caliper at the time of planting shall be 1 inch, in accordance with AAN standards for Nursery Stock, latest edition.

Tree, Significant: Tree with D.B.H. of 18" or more or special value due to shape, variety, size, historic value and/or location in relationship to the proposed or existing development.

Tree, Specimen: Tree over 36" D.B.H. in good health. Also, any tree which is 75% or greater in size relative to the Maryland State Champion of the variety as long as this tree is in good health as determined by a certified arborist or forester.

Tree, Roadside: Any tree or shrub growing within the right-of-way of any public street. (Also referred to as street tree)

Tree Stand: A grouping of trees located in close proximity to one another.

Whips: Trees normally 2 to 6 foot height with a single stem and approximate 1/2" caliper.

Wooded Land: A land area with greater than 60% tree canopy coverage.

III LANDSCAPE PLANS

A. Compliance

1. Except as provided in Section B, any persons seeking to obtain an approval from the City for a planned development, preliminary plan, final plat, or site plan shall submit to the Director a Landscape Plan which meets the standards and criteria contained in this manual.
2. Except as provided in Section B, no planned development, preliminary plan, final plat, or site plan approval shall be issued unless and until the landscape plan has been approved as provided for in Section VI, "Approval Process".

B. The following activities are exempt from the requirements contained in Section A:

1. Residential subdivisions of 2 lots or less.
2. Residential development on five acre lots or greater.
3. Single-family detached and semi-detached residential applications for one lot only.
4. Residential development if the preliminary plan has been approved by the Commission prior to July 1, 1992.

C. Substantive Requirements

1. A schematic landscape plan shall be accompanied by an Existing Conditions Plan as provided for in Section IV.
2. Landscape plans and specifications shall be prepared using the following references:
 1. All plants shall be identified in accordance with Hortus Third, by L. H. Bailey, 1976 or its latest edition.
 2. All nursery stock shall conform to the American Association of Nurserymen, Inc. standards as described in American Standards for Nursery Stock, publication ANSI Z60.1-1980 or its latest edition.

3. Landscape specifications shall conform to the current Landscape Specifications Guidelines by Landscape Contractors Association, MD-DC-VA. All nursery stock shall be planted in accordance with the procedures outlined in the guidelines with the following exceptions:
 - a. If the soil is wet or compacted, all containerized and balled nursery stock should be planted such that the top one-third of the rootball is above the existing grade. This departure in the established procedures has been documented to increase the rate of transplant success in these types of soils.
 - b. Wire and nondegradable materials should be removed as far as practical before backfilling to prevent root girdling.
4. In addition to complying with the requirements of this Landscape Manual, an applicant shall also comply with the applicable provisions of the "Forest Conservation" subtitle of Title V of the Natural Resources Article of the Annotated Code of Maryland as it now exists or as hereinafter amended, and any applicable legislation implemented by the County Commissioners of Carroll County pursuant to any assignment made by The Mayor and Common Council of Westminster.
5. A landscape plan shall include tree preservation notes to increase the survivability of existing trees. The tree preservation notes shall propose specific preservation techniques, including but not limited to, fencing, marking, tree pruning, tree feeding, tree watering, root protection, location of retaining walls, limits of disturbance, clearing areas, and such other detail necessary to ensure the maximum survivability of trees prior to, during and after construction. Prior to the issuance of a grading permit, tree preservation measures shall be implemented in accordance with the Tree Preservation Plan and inspected and approved by the Director.
6. Detailed checklists regarding the Schematic Landscape Plan and the Final Landscape Plan are found at Appendices B and C.

IV EXISTING CONDITIONS PLAN

A. Purpose

The Existing Conditions Plan will provide a description of the existing vegetation on a site proposed for development and will provide assistance during the design and review process to determine the most suitable and practical method of proposed development in accordance with the requirements of this manual. This delineation will provide baseline data for preparation of a suitable and practical landscape plan as well as the forest stand delineation if required.

B. Contents

1. The Existing Conditions Plan shall clearly identify specimen and significant trees on the site. The plan shall include an evaluation of the health as well as location, size and species of each specimen or significant tree. The plan shall describe tree stands by dominant species and size range. The plan shall also include also wetlands, floodplains, soil classifications, steep slopes over 25%, rock out-croppings, historical sites, utilities, cemeteries, fuel or chemical storage areas and existing buildings and roads. Plan scale shall be the same as site concept plan and in no event should be less than 1" = 100'.
2. The Existing Conditions Plan shall be accompanied by the methodology outlining its preparation and identifying sources for information.
3. All trees or tree stands to be saved shall also be accurately shown and identified on construction drawings.
4. The Director or the Commission may require such other information as is deemed necessary to carry out the purposes of Section 164-131A of the Westminster City Code and this manual.

C. Preparation

An Existing Conditions Plan shall be prepared by a licensed landscape architect or licensed forester and shall be signed and sealed by the preparer.

D. Utilization of Existing Conditions Plan.

The applicant for landscape plan approval under this manual shall utilize the Existing Conditions Plan to achieve the following objectives:

1. To identify tree stands or specimen trees that are most worthy for preservation on the landscape plan.
2. To locate roads, buildings, parking lots, stormwater management structures and utility lines so as to minimize their impact on trees that have been identified as most worthy of preservation.
3. To provide for the adjustment of proposed grading and limits of disturbance by considering the elevation of building pads, parking lots, and streets, or by using retaining walls to reduce the impact on trees worthy of preservation or to be located in accordance with this manual.
4. To preserve trees in groves or clusters within the developed area.
5. To identify factors that influence tree survivability.

V. LANDSCAPE STANDARDS AND CRITERIA

A. Residential Development

1. The standards for residential development are:
 - a. All multiple family dwellings shall be required to provide 3.5 Planting Units for each dwelling proposed therein.
 - b. Two Planting Units shall be required for every other proposed dwelling unit.
 - c. The Director may grant credit for up to 100% of the minimum requirements for retaining existing trees upon individual lots upon a finding that the existing trees are distributed throughout the development. Protection of those existing trees shall be required during construction in accordance with procedures set forth in Appendix E.
2. In addition to the above minimum development standards, all residential development shall comply with the following screening requirements, where applicable:
 - a. Trash dumpsters, trash pads and service areas shall be screened on three sides with Class A screening. Whenever screening material is placed around any trash collection unit which is emptied or removed mechanically a protective barrier is required. Please refer to Diagram D for standard approved barriers.
 - b. Where the rear or side yard of a dwelling unit abuts any public street, screening shall be provided as defined in Section II, Definitions, "Screening - Class A".
 - c. Common residential parking lots shall be screened from all public streets as defined in Section II, Definitions, "Screening - Class B".

d. Common or residential parking lots with more than 12 spaces shall contain landscaped island(s) equal to 7% (minimum) of the total area of the parking lot. Landscaped island(s) shall include a minimum of one major deciduous tree per 10 parking spaces. Parking lot island shall be a minimum 100 square feet. Calculations shall be provided. Trees should be distributed throughout the parking lot.

B. Single-Family and Multi-Family Dwelling Units

1. Residential Units with rear yards abutting a major or collector street shall have Class "A" screening across the entire length of the backyard. If topography makes this measure unnecessary or ineffective an exception or alternate may be approved by the Director.
2. A Residential Transition Buffer (RTB) is required to provide a substantial spatial and vegetative buffer between an existing residential use and proposed dissimilar residential and/or non-residential uses in accordance with the schedule found below. Residential Transition Buffers are required along the full length of the perimeter abutting the existing use, 75 feet in width on the rear and/or side yard or 50 feet where a parking lot is proposed. Topographic character such as steep slopes may diminish or enhance the buffer and therefore may be the basis for reduced or increased requirements. Site size or configuration may also make this requirement impractical. Such determination will be made by the Director pursuant to Paragraph E of Article VI.

Wooded land may be approved as sufficient or partially sufficient based on a site inspection by the Director or his representative. Planting requirements for unwooded areas shall be as follows:

Total Requirement per Acre (43,560 SF) 250 trees, 50 shrubs

Evergreen Trees

- (20) 2'
- (20) 3'
- (20) 4'

Flowering Trees

- (25) 3' whips
- (25) 5' whips

Shade Trees

Shrubs

- (40) 3' whips
 - (40) 6' liners
 - (40) 1" caliper
 - (20) 2" caliper
- (50) 18"

Species indigenous to Westminster environs are especially encouraged in the RTB.

- 3. RTB areas may be counted toward afforestation or reforestation requirements as long as the minimum standards are met for both RTB and forestation.

C. Commercial, Office, Industrial, and Public Development

- 1. The standards for all new or expanded commercial, office, industrial and public uses are:
 - a. One Planting Unit shall be required for every 40 linear feet along adjacent streets and one Planting Unit for every 20 linear feet along interior streets. The Director may approve credit for up to 50 percent of the minimum requirements for maintaining existing trees on the site.
 - b. In addition, a 10' wide planting area located between the abutting right-of-way and any off-street parking area shall be provided with Class B screening.
 - c. Common or residential parking lots with more than 12 spaces shall contain landscaped island(s) equal to 7% (minimum) of the total area of the parking lot. Landscaped island(s) shall include a minimum of one major deciduous tree per 10 parking spaces. Minimum parking lot islands shall be 100 square foot area per tree.
 - d. All Business or Industrial Park Subdivisions must include a 30 feet wide buffer planting abutting all streets. One Planting Unit shall be required per 10 linear feet of street frontage. This requirement is in lieu of A & B of this section. At least 75% of Planting Units must be trees.
 - e. All loading, service, outside storage, and dumpster areas shall be screened with a Type A Screening.
 - f. The Director may reduce screen unit requirements by 50% where earthen berms are utilized and may grant other reduction resulting from topographic character or small lot size pursuant to Paragraph E

of Article VI. Representative cross sections shall accompany plans utilizing berms.

D. Additional Requirements

The following requirements shall apply to all residential and commercial development:

1. Landscaping of Stormwater Management Facilities shall be provided as follows:
 - a. No plantings of trees or shrubs on embankments or blocking access to structures shall be permitted.
 - b. Plantings shall be located to block or soften views of unnatural land forms or structures from public streets and roads as well as from homes and businesses.
 - c. A minimum of twenty planting units per acre of basin area, as defined by the elevation contour which corresponds to the basin emergency spillway, will be required unless existing vegetation and topography, as determined by the Director, provides intended screening.
2. Trees may not be planted within an area which would adversely affect street lights or underground utilities. No major deciduous trees or coniferous trees may be planted under overhead power lines or within 15 feet horizontally of overhead lines. If this condition conflicts with other requirements the Director will consider and rule on alternatives which best meet the intent of the Manual.
3. All plans shall comply with Section 5-1603 et. seq. of the National Resources Article of the Annotated Code of Maryland and Chapter 148 of the Westminster City Code as they now exist or as hereinafter amended.

VI. APPROVAL PROCESS

A Existing Conditions Plan

An existing condition plan including information as listed on the Checklist, Appendix A, shall be submitted to the City with an application for planned development, subdivision, or site plan whichever shall first occur.

B. Schematic Landscape Plan

A schematic landscape plan including information as listed on the Checklist, Appendix B, shall be submitted for review by the Director and Planning Commission as part of the Subdivision process set forth in Article XXIV of Chapter 164 of the Westminster City Code. The Planning Commission may approve a schematic landscape plan with or without conditions or may disapprove it in accordance with Sections 164-198 and 164-199 of the Westminster City Code. Schematic Landscape Plans must be submitted with Site plans or Development Plans or subdivision application pursuant to Chapter 164 of the Westminster City Code.

C. Final Landscape Plan

If changes are made to the initial submission, a final landscape plan incorporating all changes or additions ordered by the Director must be approved by the Director before a final subdivision plat may be recorded or a building permit or grading permit issued for a site plan. The final landscape plan shall include information as listed on the Checklist, Appendix C.

D. Performance Guarantee and Inspection

1. The landscape plan shall be accompanied by an estimate of all materials costs and installation costs. Upon approval of the plan and estimate, the owner, developer or occupant, as may be appropriate, shall enter into an agreement with the City to install the planting and to provide a one year security guarantee for the cost of the landscaping. The agreement shall be in form and substance as approved by the City Attorney and shall be accompanied by a cash bond, a letter of credit or other suitable guarantee in a form satisfactory to the Director and the City Attorney.

2. The owner or developer shall advise the City promptly after the installation of the required landscaping and arrange for an initial inspection by the City. After one year of the planting any plant material found to be dead or not in accordance with the Final Landscape Plan shall be replaced or corrected. The security remaining from the initial guarantee may be used by the City to defray the cost of replacement or correction. All tree staking shall be removed by the developer prior to release of the bond.

3. If the foregoing costs exceed the amount of the deposit or bond, the excess shall constitute a lien on the property, which lien may be collected in the same manner as the collection of delinquent taxes. Further, the owner of the property shall be bound under a continuing obligation for payment of any and all excess costs and expenses of any nature incurred by the City. Any unused portions of monies forfeited under the bond shall be returned.

E. Modification to Standards

1. These standards are intended to foster creative planting solutions. Conditions may arise where full compliance is impractical or impossible, or under circumstances where maximum achievement of the City's objectives can only be obtained through modified requirements. In specific cases, modification of these standards may be permitted by the Director where the modification more fully achieves the objectives contained herein and when one or more of the following conditions justify the modification:

- a. Where lots are small in size or irregularly shaped and modifications would not reduce the intent, purpose, and effect of the regulations and standards.
- b. Topography, soil, wetlands, or other site conditions are such that full compliance is impossible or impractical or does not accomplish objectives.
- c. When the protection of the health, safety, and welfare of the citizens of Westminster make modifications necessary.
- d. Where overlapping requirements result in excessive planting requirements, such as on corner properties.

e. Where Federal, State, or other City Ordinances require a different standard, the standard providing the greatest benefit, as determined by the Director shall, be followed.

2. The Commission may increase all screening and landscaping requirements by up to one hundred percent when it is deemed necessary to satisfy local site specific and neighborhood considerations.
3. If an increase of less than 40% of an existing residential, commercial, business, or industrial floor area or parking area is proposed, only that portion of the site affected shall be required to conform to the standards contained in this manual. If more than 40% increase is proposed the entire site must be brought into conformance.
4. Plant substitutions or design changes on approved plans shall not be allowed without the written consent of the Director.
5. Modifications to standards shall be limited to the specific project under consideration and shall not establish precedents for acceptance in other cases.

Request for Modifications

1. All requests for modifications must be submitted to the Director in writing.
2. Requests should be accompanied by sufficient explanation and justification, written and/or graphic, to allow appropriate evaluation and decision by the Director. All decisions shall be rendered within ten working days after submission.

VII. PLAN PREPARATION AND CERTIFICATION

All Plans shall contain a written certification that the plan has been prepared in compliance with the Landscape Manual. The certification shall read as follows:

"I certify that this landscape plan is consistent with the goal and intent of and complies with the City of Westminster Landscape Manual and meets all applicable policies, guidelines and ordinances."

Signature of Landscape Architect Date

"I certify that this landscape plan is consistent with the goal and intent of and complies with the City of Westminster Landscape Manual and meets all applicable policies, guidelines and ordinances and agree to implement the final landscape plan shown herein within one year of occupancy."

Signature of Owner Date

Address

EXISTING CONDITIONS PLAN CHECKLIST

Submit copies of the Existing Conditions Plan to the City of Westminster Department of Planning and Public Works.

The Existing Conditions Plan shall contain the following information:

YES	NO	N/A	
___	___	___	1. Sheet title (Existing Conditions Plan), name of project, including Section, Plat number, etc., as appropriate.
___	___	___	2. Scale
___	___	___	3. Date
___	___	___	4. North arrow
___	___	___	5. Existing topographic information including existing contours, buildings, utilities, structures, and paving.
___	___	___	6. Existing trees. Significant and specimen trees shall be indicated by size, type, trunk location, and canopy outline. Other existing tree stands shall be indicated by canopy area and description of approximate percentage makeup by size and species.
___	___	___	7. Locate wetlands, floodplains, soil classifications, steep slopes (over 25%), rock out croppings, historical sites, cemeteries, etc.
___	___	___	8. Methodology and sources used for preparation of <u>the</u> plan.
___	___	___	9. Name, address, signature, and seal of plan preparer (registered Landscape Architect or Registered Forester).

City of Westminster

SCHEMATIC LANDSCAPE PLAN CHECKLIST

A Schematic Landscape Plan must be approved by the Commission before a Final Landscape Plan may be developed. Submit copies of the Schematic Landscape Plan to the City of Westminster Department of Planning and Public Works.

The Schematic Landscape Plan shall contain the following information:

YES	NO	N/A	
___	___	___	1. Sheet title (Schematic Landscape Plan), name of project, including Section, Plat number, etc., as appropriate.
___	___	___	2. Scale
___	___	___	3. Date
___	___	___	4. North arrow
___	___	___	5. Vicinity map
___	___	___	6. Existing topographic information
___	___	___	7. Proposed improvement, including proposed grading, utilities, structures, site lighting, and paving.
___	___	___	8. Tabulation of quantity of planting units required and quantity of planting units proposed including their distribution (major trees, minor trees, etc.) in chart form.
___	___	___	9. Location of all proposed plant material with notation as to plant type.
___	___	___	10. Proposed planting areas clearly indicated.
___	___	___	11. Delineate areas to be revegetated (wetlands, steep slopes, open space, buffers, sediment control areas).
___	___	___	12. Plan preparer's title block with phone number and address.
___	___	___	13. Seal and signature of a registered Landscape Architect.
___	___	___	14. Owner/Applicant's name, address, and phone number.
___	___	___	15. Signed certification statement.
___	___	___	16. Existing trees and tree stands to be preserved and methods of preservation.

NOTE:

If ANO® (information not included), explain why.

City of Westminster

FINAL LANDSCAPE PLAN CHECKLIST

A Final Landscape Plan must be approved by the Commission before a building permit may be issued. Submit copies of the Final Landscape Plan to the City of Westminster Department of Planning and Public Works.

The Final Landscape Plan shall contain the following information:

YES	NO	N/A	
___	___	___	1. Sheet title (Final Landscape Plan), name of project, including Section, Plat number, etc., as appropriate.
___	___	___	2. Building permit and site development plan numbers, if applicable.
___	___	___	3. Zoning case number and zoning landscape variance (or reclassification), if applicable.
___	___	___	4. Scale
___	___	___	5. Date
___	___	___	6. North arrow
___	___	___	7. Vicinity map 1" = 1,000'
___	___	___	8. Existing topographic information, including existing contours, utilities, structures, and paving.
___	___	___	9. Proposed improvement, including proposed grading, utilities, structures, site lighting, and paving.
___	___	___	10. Existing trees to be saved, area of disturbance, and limits of disturbance, shall be indicated.
___	___	___	11. Tabulation of quantity of planting units required and quantity of planting units proposed including their distribution (major trees, minor trees, etc.) in chart form.
___	___	___	12. Location of all proposed plant material.
___	___	___	13. Proposed planting areas clearly indicated.
___	___	___	14. Delineation areas to be revegetated (wetlands, steep slopes, open space, buffers, sediment control areas).
___	___	___	15. Planting schedule containing list of size, common and botanical names, and any special comments.
___	___	___	16. Fence, wall, or berm detail, if applicable.
___	___	___	17. Special conditions specified by the Director, Commission, or Board of Zoning Appeals.
___	___	___	18. Plan preparer-s title block with phone number and address.
___	___	___	19. Seal and signature of a registered Landscape Architect.
___	___	___	20. Owner/Applicant-s name, address, and phone number.

YES NO N/A

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|-----|-----|-----|-----|--|
| ___ | ___ | ___ | 21. | Signed Owner-s certification statement. |
| ___ | ___ | ___ | 22. | Provide Cost Estimate for all landscape material including plantings, fences, and walls. |
| ___ | ___ | ___ | 23. | Show the following General Notes: |
1. All nursery stock shall be nursery grown and shall conform to American Association of Nurserymen, Inc. standards.
 2. All planting procedures and specifications shall conform to ALandscape Specification Guidelines for Baltimore-Washington Metropolitan Areas,® latest edition.

NOTE:

If ANO® (information not included), explain why.