



Landscape Plan Requirements Checklist

Applicable Code(s): Everett Municipal Code, Title 19 Zoning, Chapter 35 (EMC 19.35.100)
www.codepublishing.com/wa/everett/

City Staff Assistance: City of Everett Public Works Department
Permit Services Counter
3200 Cedar Street, 2nd Floor
Everett, WA 98201
425.257.8810 – Press Option 3
planning@everettwa.gov

Landscape plans shall be prepared by professionals licensed or certified in Washington State, such as licensed landscape architects, architects, engineers, or certified professional horticulturists, nurserypersons, or landscape designers (except for plans for residential projects with two or fewer units). The planning director may grant exemptions from this standard for small projects that result in requirements for installation of five or fewer new trees or one thousand square feet of landscaping. The landscape plan may be incorporated into the site development plan or provided separately.

The landscape plan shall be drawn to a scale and include the following information:

- The species names of all plants proposed to be used;
- The number, size and spacing of all proposed plants and the height of trees and shrubs at the time of planting;
- The lot area and the area of the lot required to be landscaped (separately list the area of parking lot and other required landscaping);
- The area of the lot proposed to be landscaped (separately list the area of parking lot and other required landscaping);
- Location and dimensions of planting areas, excluding curbs;

- Details of any existing, proposed or required berms, retaining walls, and fences;
- The location of any existing, proposed or required pedestrian walkways;
- Location and height of existing and proposed overhead electrical power lines on and adjacent to the site;
- Location of any utility easements on the property;
- Location of bus stops and paratransit loading/unloading areas on and adjacent to the site;
- A description of how the plan avoids conflicts with locations of trees and shrubs related to bumper overhangs in parking areas, vehicle sight distance, parking lot lighting, signs, adjacent bus stops, and other site features, such as artwork. This may be included in a separate document;
- Specifications for planting areas, including soil quality or composition and depth, amendments, and mulch. When applicable, soil specifications must provide soil/growing conditions equal to or better than those required in the city's current stormwater management manual, and must be included on both the civil and landscaping plans. Sufficient soil must be provided to enable growth of trees to maturity. Structural solutions may be required when necessary to support trees in small planting areas;
- Cross-section drawings for any landscape areas that incorporate low impact development stormwater facilities;
- Maintenance and plant replacement schedules when required landscaping is provided in containers, such as when the location of underground utilities prevents the installation of required street trees.