



# Louisville Metro Planning & Design Services

## ORIGINAL LANDSCAPE PLAN (CHAPTER 10 COMPLIANCE) SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

### All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant      PDS  
                         ONLY

- \_\_\_\_\_ 1. Completed Planning & Design Application. All blanks must be filled in. The Owner's name is required but **not the signature**. If the address is unknown, please call Planning and Design Addressing Team Staff at 502-574-6230.
- \_\_\_\_\_ 2. Complete supplemental information attached to Landscape Checklist
- \_\_\_\_\_ 3. One (1) copy of the plan. Plans 24" x 36" must be folded accordion style into (four) sections then tri-folded (9" x 9" maximum) with the lower right corner shown. The Landscape Plan (Chapter 10 Compliance) shall include, but is not limited to the following additional data and may be combined with the Tree Preservation Plan (both fees required):
  - 1. Tree Canopy calculations in accordance with Chapter 10, Part 1
  - 2. Tree, shrub, berm and fence locations
  - 3. Planting List
  - 4. Existing vegetation, including tree preservation information and size and species of preserved trees
  - 5. Locations of utility easements
  - 6. Tree planting diagrams
  - 7. Buildings and impervious surface areas shown on the plan

Louisville Metro Planning & Design Services  
444 South Fifth St.  
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502-574-6230                      Fax 502-574-8129



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**All plans must show the following minimum information or the submittal can't be accepted.**

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown	Existing and/or proposed structures shown and identified
Site Address	Location, ownership, Deed Book & Page # of adjacent property owners
Tax Block and Lot Number	Net and Gross acreage of site
Zoning of property	If residential, provide net & gross density, and number of dwelling units
Zoning of adjacent properties	Dimensions of drive lanes and point of ingress and egress
Existing Use	Off-street parking including ADA parking spaces shown
Proposed Use	Typical dimensions of parking spaces and aisles
Street names shown	Off-street loading areas
Right-of-way width shown	Accessory structures shown with required screening
Parking Calculations	ILA / VUA calculations (may be shown on tree canopy plan)
Gross building footprint area	Landscape buffer areas (labeled and dimensioned)
Gross Floor Area of Buildings	Form District and Form District boundaries if nearby
Height of structures	Form District transition zone shown if required by regulation
Plan Date	Existing sanitary sewer locations
Revision Date Box	Proposed sanitary sewer connections
Owner's name and address	Drainage flow arrows
Legend	Freestanding signs shown on the plan

**4. Landscape Plan Fee:** Cash, check or charge made payable to Louisville Metro Finance. The check must include a current address and phone number.  
 Base Fee: \$ 160.00  
 Supplemental Fee: \$ 5.00 for each 1,000 square feet of parking lot (VUA) in excess of 6,000 sq. ft.

VUA should appear on the front of the landscape plan  
 If VUA is 6,000 sq. ft. or less, only use base fee  
 If VUA is greater than 6,000 sq. ft., use fee calculation formula below

<p>VUA = _____ sq. ft. minus 6,000 divided by 1,000 multiplied by \$ 5.00 + \$160 = \$ _____</p> <p style="text-align: center;">Round to the nearest dollar      Total Fee = \$ _____</p>
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**A fee is not required for an Amended or Revised Landscape Plan, a Clearing & Grading Plan, plans that don't require landscape review and submittals from Jefferson County School Board.**

**For Staff Use Only**

**Date:** \_\_\_\_\_ **Staff:** \_\_\_\_\_ **Case #:** \_\_\_\_\_

**Do not accept application if required materials are not submitted**

- \_\_\_\_\_ 5. Enter into Hansen to obtain a case number
- \_\_\_\_\_ 6. Fill in the Case #, Date, Staff (initials) in the box at the top of the application form.
- \_\_\_\_\_ 7. Stamp the date received on every page of all material submitted. This includes all sheets on all plans submitted.
- \_\_\_\_\_ 8. Write the docket number in **RED** in the lower right hand corner of every page of all materials submitted.
- \_\_\_\_\_ 9. Paperclip the plans and maps together and put them in the In-Coming Application Tray.

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### SUPPLEMENTAL INFORMATION SHEET

#### CHECK ONE OF THE FOLLOWING:

Landscape Plan:      Original \_\_\_\_\_      Amended \_\_\_\_\_      Revised \_\_\_\_\_  
(note: if the landscape plan is revised, use previous 'L' docket number)

Tree Preservation Plan: Original \_\_\_\_\_      Amended \_\_\_\_\_      Revised \_\_\_\_\_

Site Disturbance:      Original \_\_\_\_\_      Amended \_\_\_\_\_      Revised \_\_\_\_\_

Is development on this site being expanded or changed by more than 20%?    Yes \_\_\_\_\_ No \_\_\_\_\_

A landscape review is not required if less than 20% unless required by Binding Element, Condition of Approval, or if the site has a previously approved landscape plan.

A "Landscape Review Not Required" stamp is available for permitting purposes.

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