

## Complete a landscape inspection for my project?

A landscape inspection may be required for nonresidential projects including commercial, office, industrial, and common areas of single-family, multi-family and duplex proposals.

**Start by contacting...**

### Planning & Zoning



**1.** A planner will be assigned to review the landscaping on-site and compare it with the approved landscape plan. Every effort will be made to have a case manager familiar with the project site assigned to the inspection.

**2.** The assigned planner will notify the owner and landscape contractor who installed landscaping for the project that an inspection will occur. If discrepancies exist, the owner and/or landscape contractor should be available to meet on-site with the planner.

**3.** Please inform the case manager if there are discrepancies between the installed landscaping and the approved plan. The total number and type of vegetation will be verified. Placement will be influenced by site conditions.

**4.** Landscaping that has not been planted, is in serious decline, has died, or has been replaced with different landscaping will be subject to replacement prior to the release of any monies covering landscape materials. There are no partial releases, so consider phasing the landscape plan for big projects.



*continued from the front*



## **Releasing guarantee...**

**5.** Upon completion of the landscape inspection, the planner will notify the County Attorney's Office to release any guarantees in place for landscaping. No release of monies can occur if landscaping has not been installed in compliance with an approved landscape plan.

**6.** An extension to complete landscaping work may be approved. A written request outlining the outstanding issues would be required.

## **Things to know when requesting a landscape inspection...**

- An approved landscape plan must be on file with Jefferson County related to a development project.
- The county must have an Exhibit "A" and acceptable form of guarantee (such as a letter of credit or cash) for 110% landscaping work as approved by Jefferson County.
- The Zoning Administrator must approve significant changes and/or alterations to an approved landscape plan before making changes on-site. Significant changes may include rearranging plant materials in comparison to an approved landscape plan, a reduction of plant materials or other elements that change the approved landscape plan based on field inspection. A planner completing a landscape inspection may approve minor changes such as increases in plant materials.
- Only an owner or authorized representative may request a landscape inspection.
- A landscape inspection may not be able to be completed during winter months due to inclement weather and dormancy of plant materials.
- Maintenance of required landscaping is the ongoing responsibility of the landowner.

