

City of Ladue, Missouri
LANDSCAPE PLAN & TREE SUBMITTAL for COMMERCIAL SITE PLAN REVIEW

Address _____
 Date of submission _____

Submittal Instructions

The City of Ladue’s regulations for commercial landscaping were revised in 2019. Refer to Section VI of the Ladue Zoning Ordinance for the newest requirements for parking areas. Developments shall also comply with the requirements in the Code of Ordinances, Chapter 102: TREES AND LANDSCAPING whenever applicable.

Submit the completed Check List as the cover letter for your landscape and tree submittal. Initial the Applicant box to indicate that your submittal contains all the requirements or indicate that the requirement it is not applicable with “NA”. Complete submittals will be reviewed on the 1st and 3rd Thursdays of the month. Incomplete submittals will not be reviewed. Documents must be received, and date stamped by the Building Department on the Tuesday before the review dates.

The required submittal documents for the landscape review correlate with the Architectural Review Board submittal. The Check List below is a guide to the requirements of the Landscape Plan and Tree Preservation Review. It is the applicant’s responsibility to research and comply with all the ordinances that have bearing on their project.

CHECK LIST	Applicant
Requirements	Submitted (initial or NA)
A. Context aerial image of the project site in color.	
B. Photographs of key existing conditions of the site and context photos of surrounding the project area.	
C. Full-size, to-scale civil drawings including topographic survey, grading plan and utilities and architectural drawings. This submittal can be the same as the ARB submittal.	
D. Landscape plan for the entire site and improvements coordinated with the civil grading plan to show: <ol style="list-style-type: none"> 1. North arrow and scale 2. Existing and proposed contours 3. Existing and proposed utilities 4. Existing and proposed tree locations 5. Tree removals 6. New trees and other plantings 7. Plant labels and quantities 8. Plant list with genus/species, common name, botanical name, installed size, container or B&B and spacing 9. Tree and planting details 10. Labels and illustrations for hardscape materials including sidewalks, driveways, patios, walls, and other features. 	
E. Landscape plan prepared by a licensed Landscape Architect or Arborist in the State of Missouri. Provide name, license number, sign, and seal.	
F. Clear visibility at drives, intersections, and fire hydrants.	

CHECK LIST	Applicant
Requirements	Submitted (initial or NA)
<p>G. Tree Chart and Tree Survey to include:</p> <ol style="list-style-type: none"> 1. Tree chart keyed to a tree survey of all the trees on the site over 6" caliper. Chart must include genus, species, size, and condition, as defined herein 2. Identification of woodlands (trees over 3" caliper min) including total number of trees in the woodland, number of trees to be removed, and percentage of tree removal in the woodland 3. Tree survey to include accurate surveyed location of each tree on the civil survey 4. Illustration of the drip line/critical root zone of all existing trees 5. Designation of tree status: to be removed or saved 6. Purpose or reason for removal: dead/dying, poor condition, in the improvement footprint, etc. 9. Photographs of each tree keyed to the tree chart and survey 10. Indicated percentage of tree removal (calculated by numbers of trees, not by caliper) 11. Indicated Landmark Trees on the tree chart and survey 12. Narrative explanation of why a Landmark tree cannot be preserved if it is shown to be removed 13. List of trees to be used as replacement trees, with size of trees and enough information to indicate that the replacement requirement is met. <p>Refer to Section 102.14 (b) (1), (2) and (3)</p>	
<p>H. Tree Protection Plan and measures to be performed by a certified arborist or forester (Provide information about qualified expert to complete the work) Illustrate tree protection fence on the drawings for all trees to be preserved and impacted by construction. Provide notes about the actual tree protection measures that will be used on the project site. Provide locations for tree protection measures (e.g. root pruning, aeration, protection fence, etc.) to demonstrate how the impacted trees will be preserved. Provide signage.</p>	
<p>I. New plantings that meets the landscape design principles per Section 102.22.</p>	
<p>J. Planted buffer of ten (10) feet wide minimum along the perimeter of the front yard(s) and adjacent to all rights-of-way surrounding the property.</p>	
<p>K. Planted screen along the entire length of the planted buffer to include:</p> <ol style="list-style-type: none"> 1. Shrubs three (3) feet in height along entire length (layered plantings or a shrub row) 2. Canopy or ornamental trees planted at a maximum of twenty-five (25) feet on center. 3. Documentation of the frontage dimension, number of required trees, and number of provided trees on the landscape plan. Put data on the landscape plan. 	
<p>L. Planted buffer of twenty (20) feet wide minimum between a parking lot and an abutting property line with a residential use. Plantings of evergreen trees, canopy trees, and large shrubs are required to screen the parking lots and service areas from the view of all existing homes and residential zoning.</p>	

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Requirements	Submitted (initial or NA)
M. Planted areas in parking lots will equal ten (10) percent of the required parking spaces. Plantings will include trees, shrubs, perennials/grasses and or ground covers. Lawn areas will also include trees mulch separately or grouped in a mulch bed. All other parts of a lot not used for buildings or other structures for parking, loading, or access ways, shall be suitably landscaped.	
N. Planted areas in parking lots will have curbed planted islands at the ends of parking rows abutting a circulation aisle and in between parking spaces. Each separate interior landscaped will be a minimum size of 135 square feet and include at least one (1) deciduous canopy tree. Provide at least two canopy trees for every one hundred (100) linear feet of parking in an interior parking row (not adjacent to the perimeter).	
O. No trees that can reach 25' or higher within 15' of overhead utility lines.	
P. Plantings should meet commercial landscape size, quality, and spacing standards with the suggested installed size: <ol style="list-style-type: none"> 1. Canopy trees – 3” caliper minimum 2. Small deciduous trees – 2.5” caliper minimum 3. Flowering trees – 2” single stem, 8’ feet tall clump, or 1.5” caliper multi-stem minimum 4. Evergreen trees – 8’ height minimum 5. Shrubs – 24” height minimum 6. Perennials - #1 minimum 7. Groundcover – 1 qt minimum 	
Q. Screening and softening of ground-mounted utilities, loading areas, trash enclosures, retaining walls, blank facades, and other poor views.	
R. Plant list with genus/species, common name, installed size, container/B&B and spacing for plantings hearty in Missouri.	
S. Trees selected from the City of Ladue approved tree list	
T. No invasive plants or trees as defined by the Missouri Department of Conservation used on the site.	
U. Provide drawing preparation and revision dates on the drawing submission so that current drawings can be located.	
V. Provide a written narrative that describes how each of the Check List requirements and Review Comments have been addressed and where to find the information in your submittal.	

Other Review Comments will be provided:

*Note: the status (provided, not provided, addressed, not addressed) of each of the review comments will be indicated in **bold italics** after the first review.*

END OF CHECK LIST