

City of Ladue, Missouri
LANDSCAPE PLAN & TREE SUBMITTAL

Submittal Instructions

The City of Ladue’s landscape ordinance was revised in 2017. Refer to the Code of Ordinances, Chapter 102: TREES AND LANDSCAPING for the new requirements.

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 *New Residence/Addition/Remodel Preliminary Submittal Requirements* checklist and can be submitted at the same time for Architectural Review Board and Landscape Plan reviews. 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	Reviewer
Requirements	Submitted (initial or NA)	Comment
A. Context aerial image of the project site.		
B. Photographs of key existing conditions of the site and context photos of the neighbors on either side of the home and across the street		
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 new home and site 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.		

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Requirements	Submitted (initial or NA)	Comment
<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 4. Tree survey to include accurate surveyed location of each tree on the civil survey 5. Illustration of the drip line/critical root zone of all existing trees 6. Designation of tree status: to be removed or saved 7. Purpose or reason for removal: dead/dying, poor condition, in the improvement footprint, etc. 8. Photographs of each tree keyed to the tree chart and survey 9. Indicated percentage of tree removal (calculated by numbers of trees, not by caliper) 10. Indicated Landmark Trees on the tree chart and survey 11. Narrative explanation of why a Landmark tree cannot be preserved if it is shown to be removed 12. 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. Provide 1 canopy tree per 100 feet of public or private street frontage. Existing trees in fair or good condition count towards this requirement. Document the frontage dimension, number of required trees and number of provided trees on the landscape plan.</p>		
<p>K. Provide at least 1 canopy tree per 1,000 square feet of lot coverage by structures and pavements. Existing trees in fair or good condition count towards this requirement. Document the coverage square footage, number of required trees and number of provided trees on the landscape plan. Lot coverage should match the civil data for MSD.</p>		
<p>L. No trees that can reach 25' or higher within 15' of overhead utility lines.</p>		

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Requirements	Submitted (initial or NA)	Comment
M. Quality landscape materials provided at an appropriate spacing (density) and 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 		
N. Screening and softening of air conditioning units, pool equipment, driveway pads, retaining walls, blank facades and other poor views from neighbors.		
O. Plant list with genus/species, common name, installed size, container/B&B and spacing for plantings hearty in Missouri.		
P. Trees selected from the City of Ladue approved tree list		
Q. No invasive plants or trees as defined by the Missouri Department of Conservation used on the site.		
R. Drawing preparation and revision dates on the drawing submission so that current drawings can be located.		
S. Provide a written narrative that describes how each of the Check List requirements and Other 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.*