



Minor Amendment #: _____

Effective Date: _____

THIS BOX IS FOR OFFICE USE ONLY

Parkway Landscape Amendment Application

The requested information on this application is required.

Project Name: _____

Project Location (Street Address): _____

General Information: List all property owners having a legal/equitable interest in the property (Attach separate sheets if necessary).

Owner's Name (s): _____

Street Address: _____ City/State/Zip: _____

Telephone: _____ Email: _____

Consultant's Name: _____ Name of firm: _____

Street Address: _____ City/State/Zip: _____

Telephone: _____ Email: _____

SUBMITTAL REQUIREMENTS – Electronic Only:

- The initial Parkway Landscape [Minor Amendment] submittal shall consist of the following:
 - Completed and signed Parkway Landscape Amendment Application [this form]
 - Landscape plan**
 - Note the dimensions of the parkway and the location of proposed plantings on the landscape plan.
 - Please make sure there is 50% live plant ground coverage (trees do not count toward the calculation, refer to Vegetation website to determine the size of each planting at full maturity).
 - Call out the non-plant ground cover (wood mulch/ rock cobble/breeze etc.).
 - If using rock cobble, make sure the rocks are 2" diameter or smaller.
 - Note, all mulched areas, wood or rock, require live plants.
 - Please include the common and scientific names of the proposed plants (can be found in the [Vegetation Database](#)) and list the plant quantities.
 - Tree Protection**
 - [Tree Protection Notes](#): Linked here and found under Section D. of the Standard Notes for Development Review.
 - Include Tree Protection notes if applicable to your project. Add the notes to the plans or include in the plan set as a separate document.
 - Be mindful of the critical root zone and only hand-dig perennials close to the tree.
 - Make sure a wood mulch ring is called out on the plans that is a minimum of 3' diameter and 2-4" deep
 - Irrigation plan**
 - If no changes are being made to the existing irrigation, please note that on the plans.
 - Drip irrigation is recommended for trees, shrubs and perennials
- All documents shall be emailed to the Development Review Coordinators at drcoord@fcgov.com.
 - All submitted documents are required to be in PDF format and named appropriately.
 - Correct file naming is required as part of a complete submittal.
 - Materials submitted in an incorrect format or with an incorrect naming convention could cause delays with the routing and review of the minor amendment.**

File names should have the corresponding number, followed by the file type prefix, project information, and round number. For example: 2_SITE PLAN_Project Name_MA_Rd1. A list of numbers and prefixes for each file can be found at the link below. Some examples of commonly submitted files / file names are:

- For Applications: 1_APP_Project Name_MA_Rd1.pdf
- For Landscape Plans: 2_LANDSCAPE PLAN_Project Name_MA_Rd1.pdf
- For Site Plans: 2_SITE PLAN_Project Name_MA_Rd1.pdf
- For Preliminary Irrigation Plans: 2_PIP_Project Name_MA_Rd1.pdf

For other commonly used file names please view the [Minor Amendment Electronic Submittal Requirements & File Naming Standards](#) document on our website.



SUBMITTAL REQUIREMENTS Continued:

- Parkway Landscape Amendments do not have an associated review fee.

The Submittal deadline for Parkway Landscape Amendments is Wednesday at 4:00PM each week.

- Projects will be routed on Thursdays each week- **pending a complete submittal, correct materials, and format/naming conventions.**
- Comments will be sent to the applicant on the Friday 2 weeks after the routing date.
- Once all departments approve the proposed changes, the Minor Amendment will be recorded electronically.

Helpful resources

- City’s new online [Vegetation Database](#), which also contains the scientific names for plants
- [Parkway Landscape Brochure](#) & [Streetscape Standards](#) (the Brochure is the abbreviated version of the Streetscape Standards)
- [Xeriscaping Resources](#), or contact Katie Collins at kcollins@fcgov.com

PARKWAY LANDSCAPE AMENDMENT DESCRIPTION:

Description of proposed changes

CERTIFICATION

I certify the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge, consent, and authority of the owners of the property (including all owners having a legal or equitable interest in the real property, as defined in Section 1-2 of the City Code; which is the subject of this application) without whose consent and authority the requested action should not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection, and if necessary, for posting a public notice on the property.

Name (please PRINT): _____

Address: _____

Telephone: _____ Signature: _____