



Minor Amendment #: _____
Effective Date: _____
THIS BOX IS FOR OFFICE USE

Parkway Landscape Amendment Application

Purpose & Applicability

This application form is for requesting minor amendments to parkway landscaping in accordance with Land Use Code Section 6.3.10(D). It ensures that any proposed changes comply with Fort Collins Streetscape standards, relevant zoning standards, and the Larimer County Urban Area Street Standards.

For any questions before completing application, please contact Zoning@fcgov.com

- The submittal deadline for Minor Amendments is Wednesday at 4:00PM MST each week
- Projects routed on Thursdays pending a complete submittal including correct materials and format
- Comments and markups will be sent on the Friday two-weeks after the routing day
- Once all departments approve the proposed changes, the Minor Amendment will be recorded electronically

Helpful Resources

- City’s online [Vegetation Database](#)
- [Parkway Landscape Brochure](#) & [Streetscape Standards](#)
- [Xeriscaping in the City of Fort Collins](#), [Xeriscape Resources](#), xeriscape@fcgov.com

Project Information

Project Name: _____

Parkway Landscape Amendment Description: Description of proposed changes.

Project Location

Address: _____
Parcel #: _____
Cross Streets: _____
Zoning: _____

Owner Applicant Information

Name: _____

Address: _____

Email: _____
Phone: _____

General Information

Accompanied by application for Minor Subdivision? _____
Previous Project# or AKA: _____
CDR? _____ If Yes, Date _____
Xeriscaping Proposed? _____

Consultant Information

Name: _____
Organization: _____
Address: _____

Email: _____
Phone: _____



Submittal Requirements – Electronic Only

The initial parkway landscape [minor amendment] submittal shall consist of the following:

- ☐ **Landscape Plan**
 - Include the dimensions of the parkway and the location of proposed plantings on the landscape plan
 - Ensure there is 50% live plant group 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; rocks need to be 2" diameter or smaller
 - All mulched areas (wood or rock) require live plants
 - Include the common and scientific names of the proposed plans
 - These names can be found in the [Vegetation Database](#)
 - 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. Only HAND-DIG perennials close to the tree
 - Wood mulch ring should be called out on the plans. Ensuring a minimum of 3' diameter and 2-4" deep
- ☐ **Irrigation plan**
 - If no changes are being made to the existing irrigation, note this on the plans
 - Drip irrigation is recommended for trees, shrubs, and perennials

All documents shall be emailed to development review coordination 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 name 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 type 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 Site plans: 2_SITE PLAN_Project Name_MA_Rd1.pdf
- For Landscape Plans: 2_LANDSCAPE 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 & Filing Naming Standards](#) document on our website.

Complete and sign this [Parkway Landscape Amendment Application form](#)

FEES: Parkway Landscape Amendments do not have an associated review fee

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 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.

Applicant Name (printed): _____

Email: _____ Phone: _____

Digital Signature: _____ Date: _____