



# OPEN SPACE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all City ordinances and standards.

## *Refer to the 2015 Comprehensive Plan, Chapters 3 & 7*

- 1.1. Use the 1999 Environmental Attributes Analysis to identify limited natural resources and unique natural assets for incorporating as amenities within the development (*posted on the [Comp Plan web site](#)*).
- 1.2. Incorporate natural features and topography into the development design:
  - a. Incorporate streams, creeks, wetlands and other natural amenities into water features and open space.
  - b. The open spaces along streams and creeks should provide trails. Trail design does not negatively impact drainage capacity and/or erosion or require retaining walls for the trails.
  - c. Enhance and/or increase healthy tree cover and natural prairie.
  - d. Retain and/or design viewsheds to notable landmarks and features. Whenever possible, ridge lines and high points create locations for viewing the community and its key features.
  - e. New roadways respect the natural environment. Street layout follows the pre-development topography to minimize cuts and fills and disturbance to natural features.
  - f. Cluster development is encouraged (*see Zoning Ordinance Sec. 4.10*).
  - g. Use of native or drought-tolerant plants in landscape / open space areas (*see approved plant materials list*).
- 1.3. Incorporate green engineering principles.
- 1.4. Use energy resources efficiently; take advantage of opportunities to conserve energy and use renewable energy resources when feasible and cost-effective.
- 1.5. **Preferred Design Elements**  
(*see Comp Plan pages 27 – 38*)
  - a. Pedestrian amenities, i.e. enhanced pavement, shade trees, pedestrian bridges over drainage features, benches, walkways winding through various levels and native plantings.
  - b. Pergolas along/over walkways.
  - c. A variety of programming elements are provided to make open space inclusive.
  - d. Orientation of businesses to open space.
  - e. Open Space provided within urban areas is designed to provide a unique experience and sense of identity.
  - f. Fountains in drainage areas.
  - g. Naturalized stream bank.
  - h. Stone terracing of open drainage areas.
  - i. Stone and/or masonry veneers for infrastructure elements (retaining walls bridges, culverts, etc.).
  - j. The use of low masonry walls with stone capping to provide seating.

## OPEN SPACE PLAN CHECKLIST

**PROVIDE ONE FULL-SIZE COPY OF THE OPEN SPACE PLAN FOR REVIEW WITH THE APPLICATION SUBMITTAL PACKAGE. AFTER REVISIONS ARE MADE, TWO FULL-SIZE COPIES WILL BE REQUIRED. ALSO, SUBMIT A CD OF PDFS OF ALL PLANS FOR REVIEW.**

- A table showing the required and provided interior landscape and open space

*Example:*

	<b>Required (% and sq. ft.)</b>	<b>Provided (% and sq. ft.)</b>
Water Resource Zone		
Open Space		

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage
- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number to be provided at time of submittal, and preparation date
- In the legend show a hatching for open space ([§4.13](#)), water resource zone ([§4.02.09\(B\)\(2\)](#)) and landscape buffers ([§4.02.04](#)). Hatch the plan to identify each of these areas, including the area of pavement used to calculate the water resource zone, and mark the area in square feet of each space
- Name, address and phone number of owner, applicant, and surveyor and/or engineer
- Existing and proposed building locations & site improvements (i.e. seating area, fountains, etc.)
- Location of parking areas off-street loading areas, dumpsters, trash compactors, and sidewalks
- Floodplain line, if applicable
- Proposed detention areas
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

**Preparer's Name:** \_\_\_\_\_

**Preparer's Signature:** \_\_\_\_\_